Kodak

Scan Station 100
Scan Station 100 Plus
& Scan Station 120EX

Administrator's Guide

Contents

1 Overview

The *Kodak* Scan Station 100 is designed as a walk-up scanner that requires minimal user training. The Scan Station 100 is a standalone solution requiring no host PC or application software. It works with an existing network (Ethernet, 10/100 Base T) and makes use of existing network shared services such as TCP/IP, FTP and SMTP in order to communicate with other network devices or destinations. The color touch screen offers a simple, graphical user interface (GUI) to operate the device and direct the output. More than just a scanner, the *Kodak* Scan Station 100 is a robust capture solution that lets you quickly send your documents via email, the network, networked printers, USB flash drives or fax (optional) with a simple touch.

This Administrator's Guide provides the information you need to setup and administer the *Kodak* Scan Station 100, *Kodak* Scan Station 100 Plus and the *Kodak* Scan Station 120EX.

For the purpose of this manual the *Kodak* Scan Station 100, *Kodak* Scan Station 100 Plus and the *Kodak* Scan Station 120EX will be referred to as *Kodak* Scan Station 100. Any differences between these models will be noted.

Chapter 1, *Overview* — provides system requirements, general information you should know before setting up the Scan Station, and instructions for unpacking and setting up the Scan Station.

Chapter 2, *Pre-Installation Checklist* — it is highly recommended that you fill in this Pre-Installation Checklist **before** you begin setting up the Scan Station, as it will save you time and make the setup procedures easier.

Chapter 3, *Initial Setup and Verification* — provides installation and setup procedures to get your Scan Station up and running. This chapter provides basic procedures for setting the language, IP address, email, etc. all the way through saving your configuration settings and verifying the Scan Station is operational. When you are using the procedures in this chapter, it is suggested that you have the completed Pre-Installation Checklist available for reference.

Chapter 4, *Configuring the Scan Station* — once your Scan Station is successfully setup, this chapter provides procedures for customizing scanner settings (e.g. document type, file type, scan resolution, etc.) managing your destination groups, (e.g. email addresses, network shares, printers), and creating setting shortcuts and tasks.

Chapter 5, *Scan Station Administration Specifics* — provides detailed information regarding configuring your office network to allow easy integration of the Scan Station, how to properly configure login credentials and general network configuration details.

Chapter 6, *Maintenance* — provides cleaning and maintenance procedures for the Scan Station.

Chapter 7, *Troubleshooting* — provides a problem solving chart that you should refer to before calling Kodak Support.

Chapter 8, *Glossary* — provides descriptions for terms used throughout this document.

Supported network protocols

The Scan Station 100 plugs directly into an Ethernet-based IP network, using a standard RJ45 connection, working independently within the following environments:

• Microsoft Windows Server 2000 and Server 2003 (TCP/IP, MS sharing, SMTP, FTP, Printing)

• NetWare 3.x and 4.x with MS services for NetWare (TCP/IP, MS Sharing, SMTP, FTP)

• Unix/Linux environments (SMTP and FTP only)

   NOTE: Your network environment may or may not support all of the network protocols mentioned above.

The Scan Station 100 supports sending attached images by email using the Simple Mail Transfer Protocol (SMTP) and authenticated SMTP protocols. Methods supported for authenticated SMTP include: simple password, NTLM and Challenge Response.

NOTE: Kerberos support is not included at this time.

Anonymous File Transfer Protocol (FTP) and authenticated FTP are also supported, including proxy support. To use either form of authenticated FTP (with or without proxy), the FTP configuration will need sufficient credentials to access the FTP site. This information should be available from your network administrator.

While the Scan Station 100 can be used in heterogeneous networks with SMTP and FTP, printing to network printers and scanning to network shared folders requires Microsoft printer drivers and SMB (Server Message Block) drive access respectively. When used within a Microsoft NT Domain, the Scan Station accesses domain resources (shared drives and printers) with a standard domain user account, provided by the administrator. When used within a Microsoft workgroup, the Scan Station may access workgroup resources (share drives and printers) without any login credentials providing workgroup PCs have been configured to allow guest access to their shared resources.

Most of the Scan Station's features can be successfully used in heterogeneous network environments. On the Scan Station, printers are accessed via Microsoft printer drivers, which are installed on the Scan Station using Microsoft Point-and-Print technology. See the section entitled, "Configuring printers" in Chapter 4 for more information.

Operating system requirements

The Configuration Organizer which is installed on a separate PC, requires one of the following operating systems:

- Windows 2000 Service Pack 4 and above

- Windows XP Service Pack 2

Both require Microsoft .Net 2.0 Framework and Microsoft Installer v3.0, which will automatically be installed if not detected.

Dependencies

Each of the features of the Scan Station are dependent on the presence of the network services shown below.

- **Scan to e-mail** — to scan and send documents to an email recipient, the Scan Station must have access to a SMTP-MIME server. If your SMTP server requires authentication before use, you also need to supply credentials to the Scan Station. Supported SMTP authentication types include: simple passwords, NTLM and Challenge Response.

- **Scan to shared folder** — a Windows 98SE, Windows 2000, Windows XP, Windows Server 2000 or Windows Server 2003 based computer must publish their shared folder (the Scan Station's destination) on the TCP/IP network, and the Scan Station network user must have permissions to access the folder.

- **Scan to printer** — a printer supported by Windows XP must be available on the network.

- **Scan to FTP folder** — the Scan Station can scan documents and send them to an FTP site using either authenticated or anonymous FTP and can also deliver files through a network proxy. Both network proxy and authenticated FTP require login credentials.

Administrative configuration and setup

The Configuration Organizer is the center of all Scan Station administration. With the Configuration Organizer you can create administrative configuration files and user configuration files. Setting up the Scan Station requires the creation of an administrative configuration file. The Configuration Organizer must first be installed on a separate computer to properly setup and configure the Scan Station.

Administrative configuration files

Once installed, the Configuration Organizer is used to create an administrative configuration file, which is written to a USB flash drive (the Scan Station 100 comes with three USB flash drives). To create an administrative configuration file, check **Administrator** on the File menu of the Configuration Organizer. The administrative configuration file is named KSS100.XML and is written to the flash drive (or any other location) as an encrypted file. Because this file is encrypted, it can only be decoded and read by the *Kodak* Scan Station 100 or the Configuration Organizer. This file can also be password protected, both on the USB flash drive and when it is written to the Scan Station. Once the file is written to the USB flash drive, the configuration file can be transported and installed on the Scan Station (see the following diagram).

Create the Administrative configuration file

Save the configuration file to a USB flash drive

Insert a USB flash drive to update the Scan Station

The Scan Station automatically detects the presence of a USB flash drive and will search the drive for a KSS100.XML file. If the file is valid, the contents are examined for further actions. If the contents of the configuration file do not match the exact contents of the configuration currently stored on the Scan Station, the administrator will be prompted to update the Scan Station with the contents of the configuration file on the flash drive. The administrator may or may not choose to update the Scan Station at this time.

If the **OK** button is selected, the administrator will be prompted, through a sequence of screens, to allow the configuration of the Scan Station.

If the **Cancel** button is selected, the Scan Station will be placed into administrative configuration mode. In this mode, the Scan Station automatically displays the Settings mode screen. The administrator can scroll through each of the setting groups and make modifications to each of the values. Any setting that requires more than a simple selection (e.g. a typed entry) will display a virtual keyboard that allows the entry of more complex data.

All changes to the Scan Station settings are saved to the Scan Station immediately and requires no further action on the part of the administrator. For more information about updating your Scan Station, see the section entitled, "Updating your Scan Station" in Chapter 5.

NOTE: Be careful when using the Scan Station in this mode, as it is easy to inadvertently change settings. The Scan Station will remain in administrative configuration mode as long as the USB flash drive is inserted in the Scan Station. When the flash drive is removed, the Scan Station returns to "walk-up" mode and the Destinations screen will automatically be displayed.

User configuration files

Advanced users can create their own configuration files that contain personal scanning preferences. These users can start the Configuration Organizer, make the necessary changes to destinations and settings and save it on their USB flash drive. The main differences between a user and administrative configuration are:

• Only user configuration files can define flash drive folders.

• Only administrative configuration files can define printers.

• Only administrative configuration files can be used to modify the default settings on a Scan Station.

Once a user configuration file has been created and stored on a USB flash drive, the flash drive can be taken to a Scan Station and inserted into the USB port. The Scan Station automatically recognizes the presence of the flash drive and loads the settings found in the configuration file. Because it is a "User" configuration file, the user will not be asked or allowed to make any permanent changes to the Scan Station's configuration. Instead, all of the user's destinations will appear on the Scan Station's display and will be merged with the default destination groups.

The user's personal destinations will appear in the top toolbar in the same order as the Scan Station's default groups, except that each of the user's personal groups will appear with a "User" profile image as part of the icon background.

If the user's personal configuration contains changes to the scanner settings (all the values found in "Settings" mode), these settings temporarily replace the scanner's default settings.

When a scan job is complete, the user's USB flash drive can be removed from the Scan Station and the Scan Station display returns to the normal state with all of the default settings restored.

NOTE: For more information about configuring your Scan Station refer to Chapters 3 and 4. For more information on password protection of the configuration file, refer to the section entitled, "Securing your Scan Station" in Chapter 5.

User types

The Scan Station supports three different user types: **Administrative**, **Advanced** and **Walkup**.

*   **Administrative** users are responsible for setting up and maintaining the device.

*   **Advanced** users create and carry their custom settings on a USB flash drive that they can use with the Scan Station to make scanning possible with one touch.

*   **Walkup** users use the device by navigating through the default options the administrator has setup. Scanning is very easy but the walkup user may not have access to their personal email address book or custom scan settings the way an Advanced user does.

Scan Station security

To ensure adequate security, the Scan Station will not read any program or file from a USB flash drive, or any other removable USB device, other than a valid, encrypted configuration file created by the Configuration Organizer and a firmware update file created by Kodak.

The Scan Station uses a firewall and blocks nearly all incoming network traffic. It will only respond to an Echo (also known as a *ping*).

By design, the underlying operating system is not available to the administrator or user. Updates to the operating system and/or the Scan Station firmware will be made available on Kodak's web site (http://www.kodak.com/go/disupport) as needed.

The administrator can require a user to login before a scan session. For more information, see the section entitled, "Configuration options" in Chapter 3.

For more information regarding security, see the section entitled, "Securing your Scan Station" in Chapter 5.

What's in the box

Before you begin open the box and check the contents:

- *Kodak* Scan Station 100
- Input tray
- Output tray
- Special document feeder
- Power cord bundle
- Feed module
- Portable USB flash drives
- Welcome Folio which includes:
    - Installation CD
    - Registration sheets
    - Printed User's Guide, English
    - Quick Tips Guide
    - Quick Installation Guide
    - Service Contact sheets
    - Miscellaneous flyers

Unpacking and setting up the Scan Station

Carefully unpack the Scan Station 100 and place it on a clean, dry and level surface. Locate and attach the power cord, network cable and the input and output trays. Make sure the Scan Station cover is closed.

Installing the power cord

1. Select the appropriate AC power cord.
2. Plug one end of the power cord into the Scan Station.
3. Plug the other end of the power cord into the wall outlet.

Installing the network cable

1. Select a (customer provided) 10/100 Base T drop cable.
2. Plug one end of the network cable into the network port of the Scan Station located on the back of the scanner.
3. Plug the other end of the network cable into the network drop's wall outlet.

Attaching the input tray

1. Locate the input tray slots on the Scan Station.

2. Align the input tray pins with the slots.
3. Push down on the input tray until it snaps into place.

Attaching the output tray and special document feeder

1. Locate the output tray holes on the Scan Station.

2. Insert the pin on the left side of the output tray/special document feeder in the hole, then press the ribbed button on the right side of the output tray/special document feeder and insert the pin in the hole on the right side of the Scan Station.

Powering up the Scan Station

Turn the power on and wait a few moments while the device completes it's self tests.

The Scan Station is now ready to have a configuration file downloaded. See Chapter 3, *Initial Setup and Verification* and Chapter 4, *Configuring the Scan Station,* for information on setting up the Scan Station and how create and download configuration files.

2 Pre-installation Checklist

It is recommended that you fill out this worksheet *before* installing the *Kodak* Scan Station 100. You will need this information about your network to create an administrative configuration for your Scan Station using the Configuration Organizer (provided with the Scan Station) and to complete the installation. Research any information you are unsure of before creating the administrative configuration file. If you have trouble filling out this worksheet, see the person who manages your network.

NOTE: This installation shows what you will need to install the Scan Station as of the date of this document. As we improve our products from time to time, check the Kodak website (http://www.Kodak.com/go/disupport) for the latest version.

Language Settings — found under the Settings button in the Configuration Organizer or Administration GUI.

Parameter Name	Description/Sample	Your Setting	Notes
Language	Name of GUI/OCR language		Default: **English**.

Device Settings — found under the Settings button in the Configuration Organizer or Administration GUI.

Parameter Name	Description/Sample	Your Setting	Notes
Device Name	NETBIOS name of the Scan Station. The default is the Scan Station's unique serial number (e.g., KSSXXXX-XXXX, where X=the serial number)		**It is recommended that you do not change this setting**. Must be unique (up to 15 characters) on the network/ subnet. You can leave this field unchanged as "Scan-Station" to avoid overwriting an existing device name. See *Chapter 5, Scan Station Administration Specifics* for more information.
IP Address Settings — Automatic			
Automatic (DHCP)	This is the default.		If selected, the IP address, subnet mask, and DNS server of the Scan Station are set automatically by the DHCP server.
IP Address Settings — Static			
Static (IPv4) • IP Address	Standard IPv4 address (e.g., 192.0.0.1) Scan Station's IP address		**Complete this and the other network sections only if you are *not* using DHCP.**
• Subnet Mask	Scan Station's Subnet Mask (e.g., 255.255.255.0)		Only these numbers are allowed: 0, 128, 192, 224, 248, 252, 254 and 255.
• Default Gateway	IP of default gateway on the network		
• Preferred DNS Server	IP of domain name Server #1		If this number is incorrect, you may not be able to reach some network locations.
• Alternate DNS Server	IP of the alternate domain name Server #2		
• Preferred WINS Server	IP of Windows Internet Name Server #1		

Device Settings (continued) — found under the Settings button in the Configuration Organizer or Administration GUI.

Parameter Name	Description/Sample	Your Setting	Notes
• **Alternate WINS Server**	IP of Windows Internet Name Server #2		
Device Password	Optional numeric password to restrict access to the Scan Station. 4 digits (e.g. 1234).		Entered via the virtual keyboard at each access.
Network User Name	Account on the Microsoft Server 2000 or Server 2003 domain the Scan Station uses for access to the network driver and printers.		Novell eDirectory and Linux/Unix are not supported for login at this time. This is required to access shared folders and network printers.
Network Password	Domain password for network user name (e.g., 1Df4781).		Must be a valid Microsoft format.
Network Domain	Name of Microsoft Server 2000 or Server 2003 domain the network user name belongs to (e.g., Mycompany).		This is not necessarily the same as an Internet domain (company.com). For more on domain naming conventions, see http://support.microsoft.com/kb/909264/en-us.

Email Server Settings — found under the Settings button in the Configuration Organizer or Administration GUI.

Parameter Name	Description/Sample	Your Setting	Notes
SMTP Settings			
• Server Address	Fully qualified domain name or IPv4 address of the SMTP server (e.g., smtp-server.company.com or 192.0.0.1).		Use IPv4 to eliminate any DNS issues when troubleshooting.
• Credentials	User name, password and network domain. Required to access the SMTP server.		Required for authenticated SMTP. NOTE: This is not necessarily the same as the credentials defined under **Device Settings**.
• Port	Default: 25		Only change if your email server communicates on an IP port that is **not** Port 25.
• SSL	Secure Socket Layer		Typically unchecked. Check only if you are sure your email server requires it.
LDAP Settings			
• Server Address	Fully qualified domain name or IPv4 address of the LDAP server (e.g., ldap-server.company.com or 192.0.0.1).		Use IPv4 to eliminate any DNS issues when troubleshooting.
• Credentials	User name, password and network domain. Required to access the LDAP server.		Required for authenticated LDAP. NOTE: This is not necessarily the same as the credentials defined under **Device Settings**.
• Port	Default: 389		Only change if your LDAP server communicates on an IP port that is **not** Port 389.
• Base DN	Base Distinguished Name		Contact your corporate LAN administrator for more details on this setting.
• Common Name Tag	Default: cn		Contact your corporate LAN administrator for more details on this setting.
• Email Address Tag	Default: email		Contact your corporate LAN administrator for more details on this setting.
Return Email Address	This is the address that bounced emails are returned to (e.g., bounce@company.com). This address will also appear as the "From" address when sending email.		Select a person who will receive notification that an email address could not be reached.
Maximum Attachment Size	1-99 MB Default: 10 MB		Email operations that create files larger than this will fail. **This should match the limitations defined by your email server.**
Custom Email Addresses	Enables/disables the custom Email address option, allowing the entry of email addresses that do not appear in your address book.		Typically enabled; may be disabled in more secure environments.

3 Initial Setup and Verification

This chapter provides instructions for installing the Configuration Organizer and procedures for setting up your Scan Station to work properly on your office network. Before you begin, you need to know some basic information about your network configuration as well as network addresses (e.g., your Email server and any shared folders you may want to access from your Scan Station). Refer to the Pre-Installation Checklist in Chapter 2 as you are configuring your Scan Station.

Installing the Configuration Organizer

1. Insert the CD. The installation software starts up automatically.

    NOTE: If .NET Framework 2.0 and MSI 3.x is not already installed, the Configuration Organizer installer will install them before installing the Configuration Organizer application.

2. Click **Next**. The Welcome screen will be displayed.
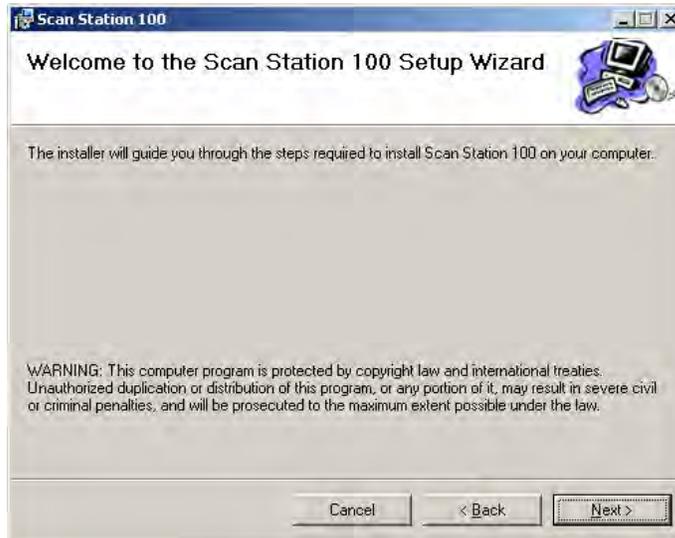
3. Click **Next**. The License Agreement screen will be displayed.
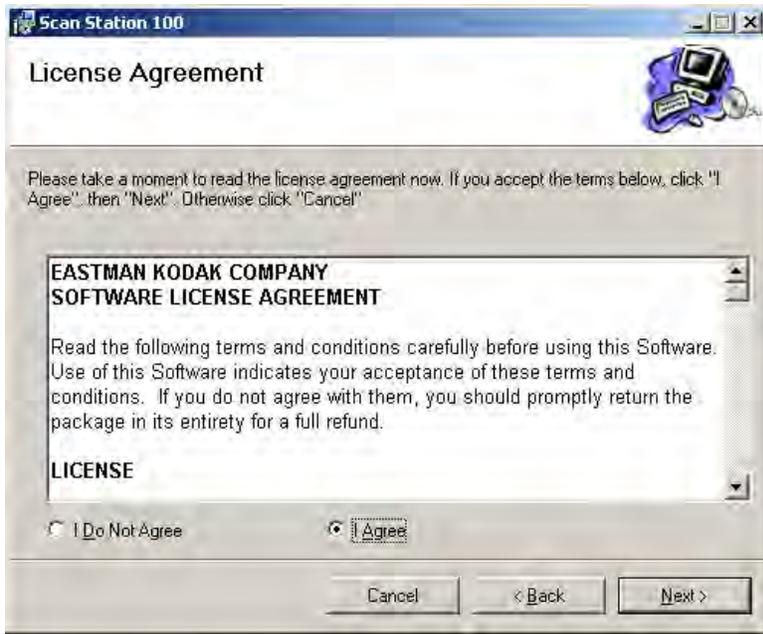
4. Read the license agreement, click **I Agree** and then click **Next**. The Select Installation Folder screen will be displayed.

5. Enter, or browse to, the folder where you want to install the Configuration Organizer or keep the default setting. You may also install the application for **Everyone** or **Just Me** (yourself), then click **Next**.

   NOTE: It is recommended that you accept the default settings.

The Confirm Installation screen will be displayed.
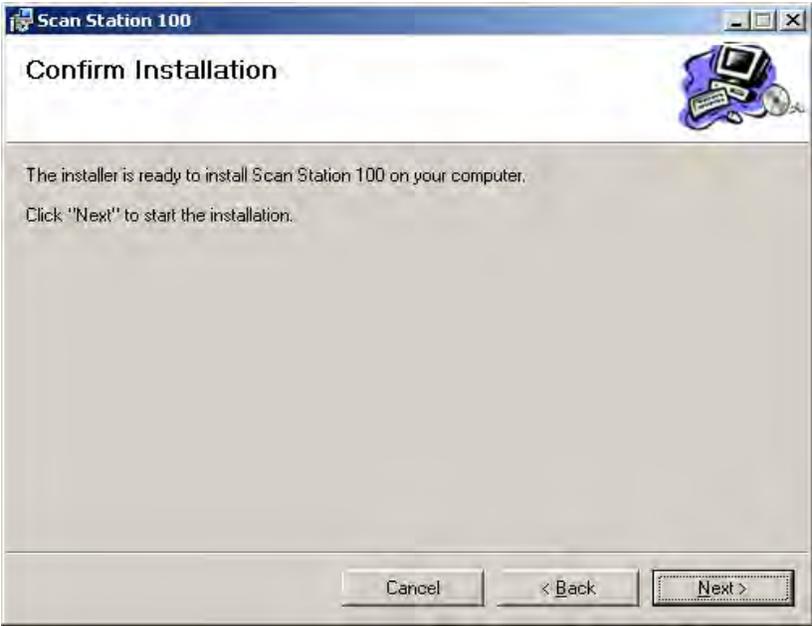
6. Click **Next**. The installation will start and progress will be displayed.
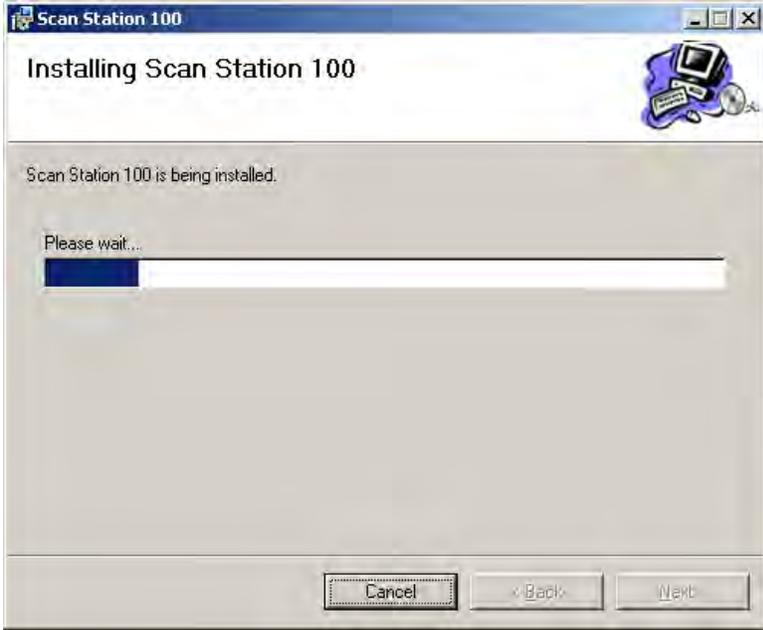
7. When the installation is complete, the Installation Complete screen will be displayed.
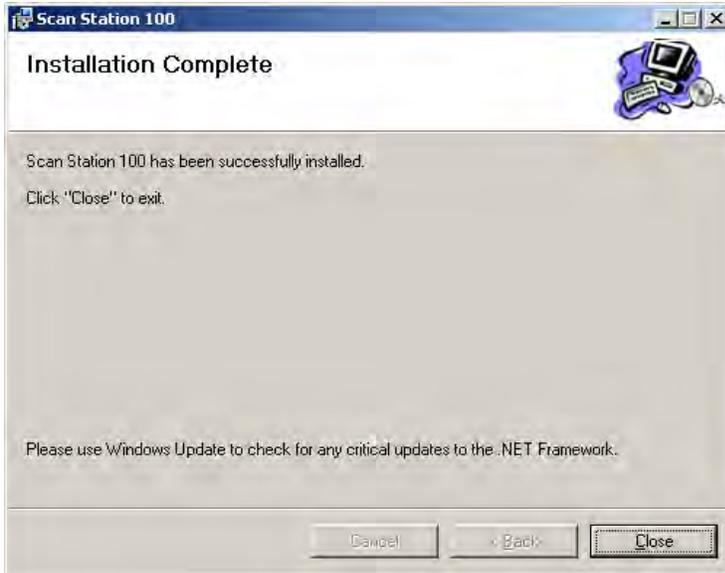
8. Click **Close**.

Installing the optional fax modem

To install the optional *Kodak* Scan Station Fax Modem Accessory (CAT No. 128 0528):

NOTES:

• Before installing the optional fax modem accessory, verify that you are running Version 2.0 or greater. Go to www.kodak.com/go/disupport for more information about updating.

• The *Kodak* Scan Station Fax Modem Accessory is only available on the Scan Station 100 and Scan station 100 Plus with serial numbers higher than (or equal to): **45325000** and Scan Station 120EX's with serial numbers higher than (or equal to) **45334500**.

1. Plug in the standard RJ-11 phone line into the phone connector port on the front of the modem. Be sure the other end of the phone line is connected to your fax line outlet.

2. Plug in the USB connector to the back of the modem.

3. Plug the other end of the USB connector into the back of the Scan Station.

   NOTE: The USB connectors on the back of the Scan Station may be covered by a black rubber plug. Remove this plug to expose the two USB ports (located below the ethernet port).

Configuring your Scan Station

This section provides procedures for configuring your Scan Station to connect to your office network environment. You will need to enter network-specific settings. This information should already be filled in on the Pre-installation Checklist in Chapter 2.

NOTE: Using the PC keyboard to enter information is faster than clicking letters and numbers on the virtual keyboard/keypad.

1. Double-click the Configuration Organizer icon on your desktop to launch the application. Because you are setting up the Scan Station, select the **Administrator** option under the File menu.

2. Click the **Settings** button to display the Configuration screen.

Password protecting the configuration file

As an administrator, you want to password protect the configuration file from being inadvertently overwritten. Other users who have access to the Configuration Organizer can create an Administrator version of a configuration file and without knowing it, replace the Scan Station settings with their own. If you password protect the configuration file, then only an administrator who knows the password can overwrite the settings on the Scan Station.

To password protect your configuration file:

1. Select **User>Configuration Password**. The Configuration Password dialog box will be displayed.

2. Enter a New password (up to 4 digits).

3. Enter the password again to confirm it.

4. Click **OK**.

NOTE: After applying the configuration file to the Scan Station, future attempts to modify the configuration file will require the entry of this password. If you lose or forget this password, you will need to contact Kodak service to unlock your Scan Station and provide the latest KSS100.XML file.

Language setting

The language you select will be used to configure the Scan Station's user interface as well as the language that will be used for the Optical Character Recognition function (e.g., when creating a searchable PDF file).

• Click the desired language.

Device settings

The Device icon displays a list of settings which will be used to configure the Scan Station to work on your office network.

1. Click the **Device** icon.

2. Enter a device name that is not already assigned to a device on your office network. **Your Device Name must be unique**. If you attempt to enter a name that already exists on your office network, a warning message will be displayed, and, as a result, one of the devices will be removed from the network. When finished, click **Done** on the keyboard.

   NOTE: The Scan Station is configured with a unique device name. If you do not want to change this device name, leave this field unchanged with the default information called "Scan-Station".

3. Select **IP Address** to configure the device's network address. Select one of the following:

   • If your network uses dynamic IP addresses, click **Automatic (DHCP)**, and proceed to the next section, "E-mail settings".

   • If your network uses static IP addresses, click **Static (IPv4)** and continue with Step 3.
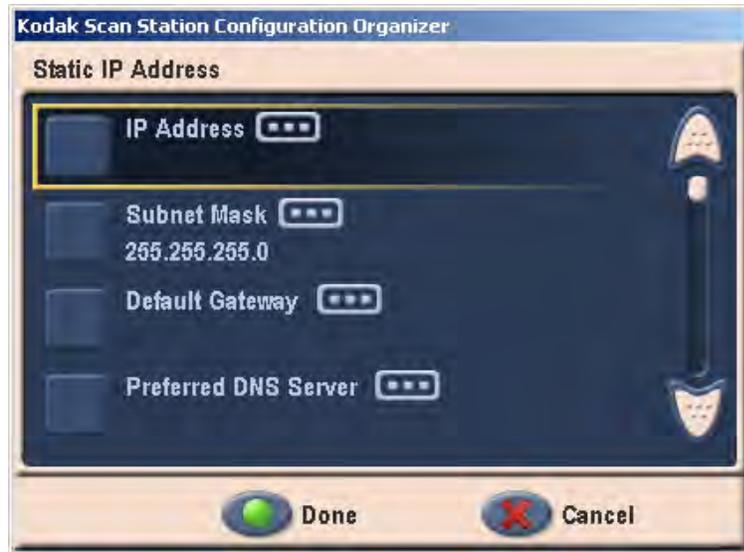
   • If all the static IP Address options are not displayed, use the up and down arrows.

   • All of the options on the Static IP Address screen will display a keyboard/keypad for entering information. When finished making an entry in the following fields, click **Done** on the keyboard/keypad to accept the values and close the screen.

      - Click **IP Address** and enter the address.
      - Click **Subnet Mask** and enter the mask.
      - Click **Default Gateway** and enter the gateway address.
      - Click **Preferred DNS Server** and enter the server address.
      - Click **Alternate DNS Server** and enter the server address.
      - Click **Preferred WINS Server** and enter the server address.
      - Click **Alternate WINS Server** and enter the server address.

      NOTE: Configuring the DNS and WINS servers may not be required.

4. If you want to protect access to the Scan Station with a password, select **Device/Administrator Password** to display the keypad. Enter a 32-character alphanumeric password. You will be asked to re-enter the password. When finished, click **Done**.

NOTES:

- If you assign a device password, all users will be prompted to enter this password every time they use the Scan Station. This does not take the place of password protecting your Scan Station's configuration file.

- If **Force User Login** is enabled, this password will be used as the administrator account password.

5. Click **Default Credentials** to define the **Username, Password**, and **Domain** required to access network resources.

    - Click **Username** to display the keyboard. Enter the network user name assigned to the Scan Station's computer and click **Done**. For more information see the section entitled, "Network Configuration details" in Chapter 5.

      NOTE: If you want the Scan Station to have access to network printers or network shared folders, the user name must be associated with a network account that has sufficient privileges to access these resources.

    - Click **Password** to enter the password for the network user name. You will be asked to re-enter the password. When finished, click **Done**.

      NOTE: This password is only used by the Scan Station and it will never be displayed in readable form.

    - Click **Domain**. Enter the Microsoft NT network domain name which the Scan Station will be connected to. In a workgroup environment, this field can be left blank.

6. Click **Remote Configuration** to allow your Scan Station to be remotely configured. Refer to the section entitled "Updating your Scan Station" (Method 3) in Chapter 5 for more information. When selected, the Remote Configuration Settings screen will be displayed.

- Enter a network folder where the Scan Station will find updated configuration settings.

- Select which days of the week and time of day this operation will be performed.

- Select the time of day you want your Scan Station to check for updates.

7. Click **Done**.

E-mail settings

For the Scan Station to send documents to email recipients, you must define how the Scan Station will access your email server.

- Click the **E-mail** icon. The E-mail settings will be displayed.

You can set the SMTP Settings, LDAP Settings, Return Email Address, and the Maximum Attachment Size from the E-mail screen. Refer to the sections that follow for detailed information and procedures.

SMTP settings

1. From the E-mail screen, click the **SMTP Settings** option. The following screen will be displayed.
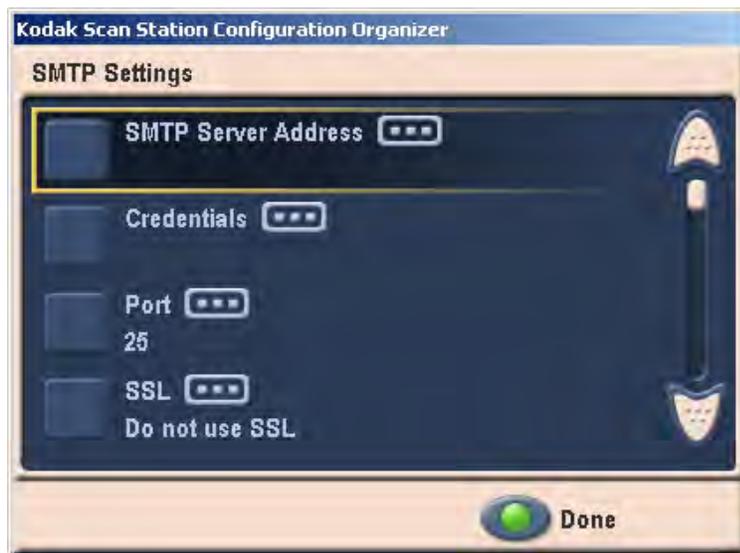
2. Select the **SMTP Server Address**. The virtual keyboard is displayed allowing you to enter information. You can enter either a fully qualified domain name (e.g., mailserver.mycompany.com) or an IP address. When finished entering the SMTP Server Address, click **Done**.

3. Select **Credentials** to define the email server credentials.

    NOTE: If you are using an unauthenticated SMTP server, you do not need to make any selections in the *Credentials* fields.

The Credentials screen will be displayed.
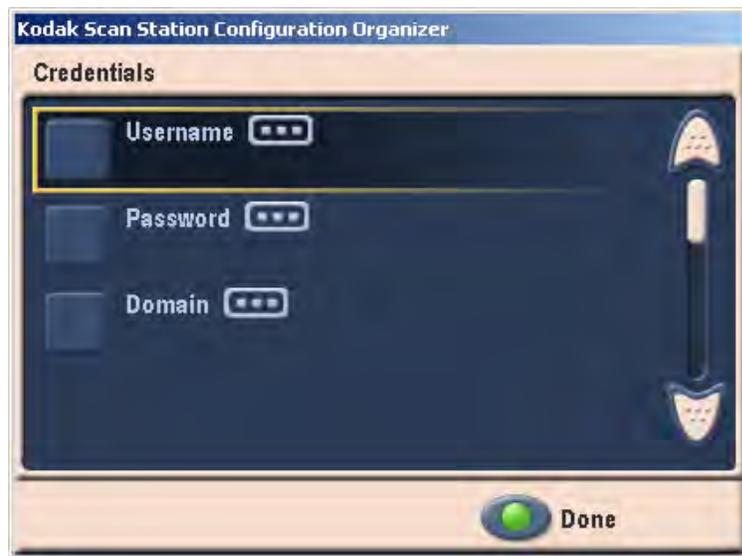
Enter a **Username**, **Password** and an optional **Domain** name for the email server account that the Scan Station will log into. Even though these credentials may be the same as the **Default Credentials**, they must still be defined here.

For each of these settings the virtual keyboard will be displayed. When finished, click **Done**.

4. Most email servers communicate on Port 25. If your email server communicates on a different port, click on **Port**.

The virtual keyboard will be displayed where you can enter a new port number. When finished, click **Done**.

5. The default for SSL is **Do not use SSL**. If your email server requires Secure Socket Layer (SSL), click **SSL** and enable the **Use SSL** option, then click **Done** to return to the E-mail screen.

6. Click **Authentication Scheme** to select the specific SMTP Authentication Scheme used by your mail server.
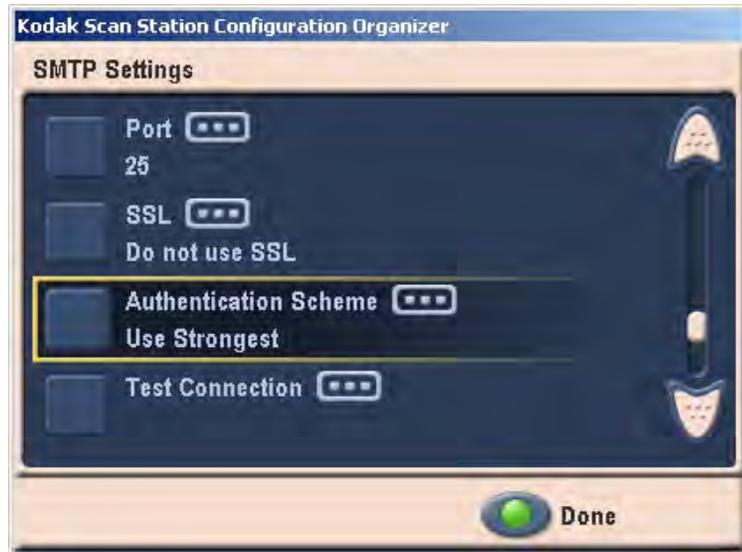
Select from the following options:

- Use Strongest
- None
- Plain
- Login
- MDS Challenge Response
- NTLM

NOTE: **Use Strongest** will select the strongest available authentication scheme reported by the mail server. For more information on authentication schemes, consult your network administrator.

7. When your SMTP connection is configured, use the **Test Connection** option to test whether your settings are correct. The Scan Station will test your settings and will display a "Success" or "Failed" message. If the test connection failed, verify that all of your settings are correct and make any necessary changes, until a *Success* message is displayed.
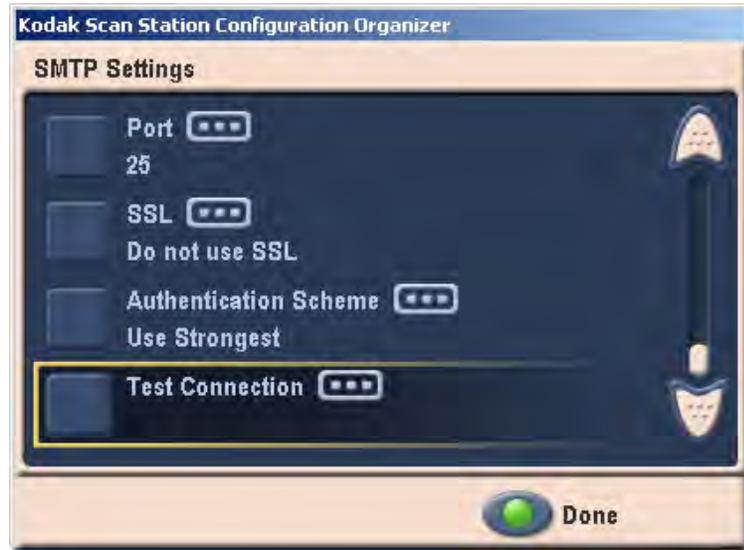
After running the test connection, click **OK** on the message box to return to the SMTP Setting screen. Then click **Done** to return to the E-mail screen.

LDAP settings   Connecting to an LDAP server allows the Scan Station and the
                           Configuration Organizer Software to connect to a network address
                           directory. This connection can be used to import one or more email
                           addresses into an email address group. It can also be used to look up
                           addresses on the Scan Station to temporarily add an email address to a
                           group list.

1. From the E-mail screen, click the **LDAP Settings** option. The LDAP
   Settings screen will be displayed.
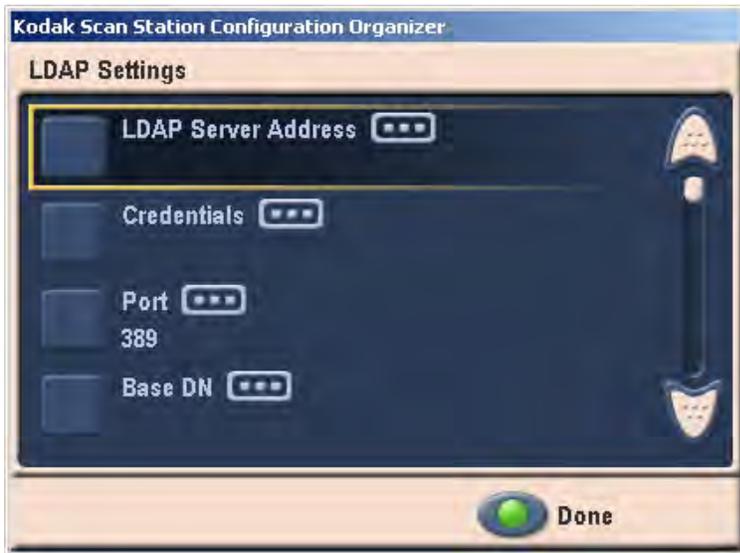
2. Select the **LDAP Server Address**. The virtual keyboard is
   displayed allowing you to enter information. You can enter either a
   fully qualified domain name (e.g., directoryserver.mycompany.com)
   or an IP address. When finished entering the LDAP Server Address,
   click **Done**.

3. Define the LDAP **Credentials**.
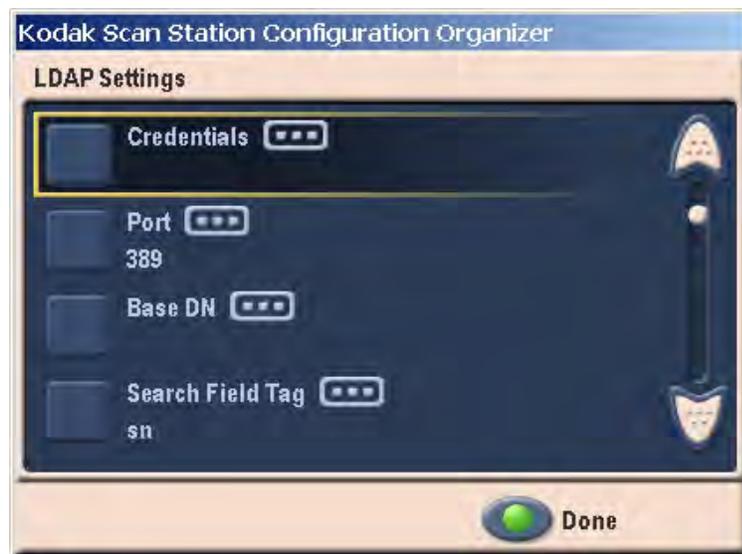
The Credentials screen will be displayed.
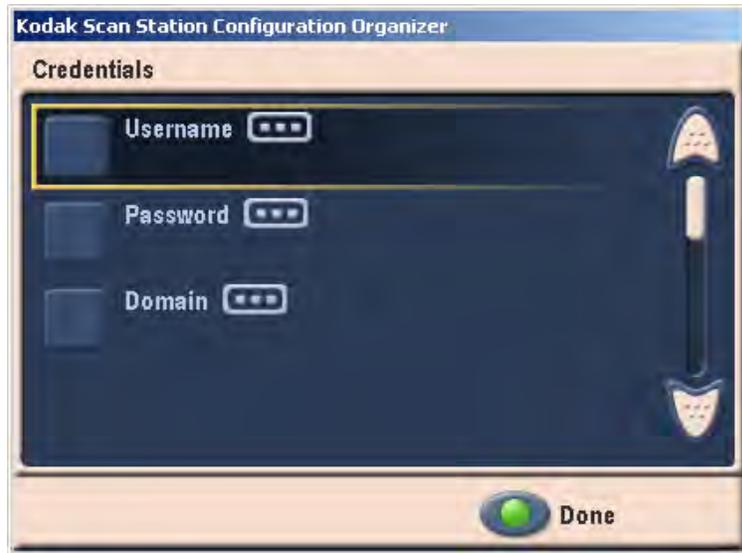
Provide a **Username**, **Password** and an optional **Domain** name for the LDAP server account that the Scan Station will log into. Even though these credentials may be the same as the **Default Credentials**, they must still be defined here.

For each of these settings the virtual keyboard will be displayed. When finished, click **Done**.

4. Most LDAP servers communicate on Port 389. If your LDAP server communicates on a different port, click on **Port**.
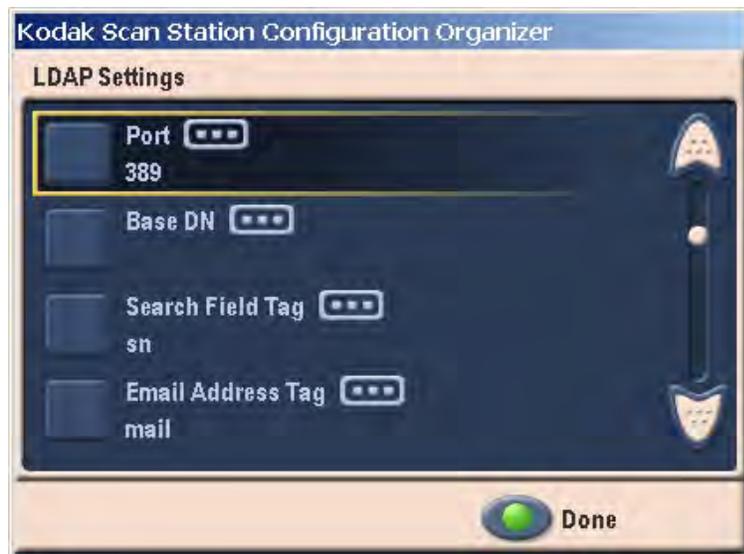

The virtual keyboard will be displayed where you can enter a new port number. When finished, click **Done**.

5. The Base DN (Distinguished Name), Search Field Tag, Email Address Tag, and Full Name Field Tag are strings that define the search criteria for the LDAP server. See your network administrator for the specific format of these strings. When you have the correct format, enter the **Base DN,** the **Search Field Tag, Email Address Tag** and **Full Name Field Tag.**
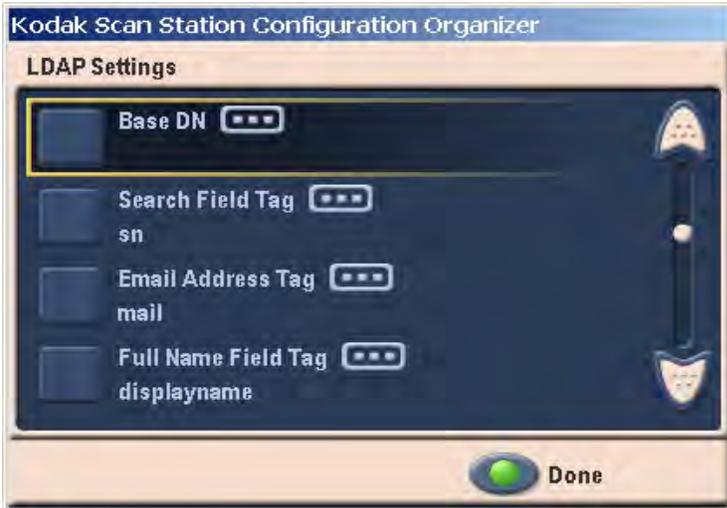
6. Select **Search Results To Return** to set the maximum number of records to display when performing a search. Select a number from 1 to 1000.

7. Click **Done**.When your LDAP connection is configured, use the **Test Connection** option to test whether your settings are correct. The Scan Station will test your settings and will display a "Success" or "Failed" message. If the test connection failed, verify that all of your settings are correct and make any necessary changes, until a *Success* message is displayed
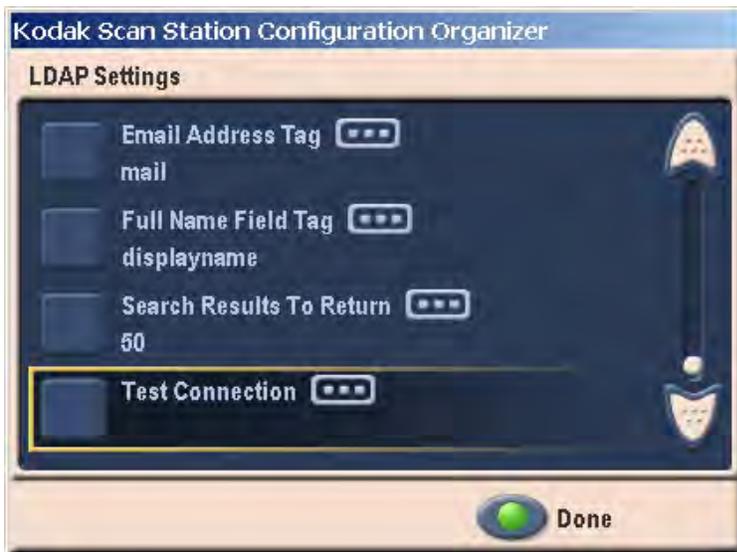

After running the test connection, click **OK** on the message box to return to the LDAP Setting screen. Then click **Done** to return to the E-mail screen.

Return Email Address

Setting the Return E-mail Address allows you to receive notification if an email or fax sent by the Scan Station could not be delivered. This address is also used as the "From" email address when sending documents via email.

IMPORTANT: Be careful about setting this option as every undeliverable email and/or fax notification will be sent to this address and the same address will appear as the Sender address for every email sent from the Scan Station.

NOTE: If fax service is available, it is suggested that you configure the **Device Email Address** to ensure you are capturing unsuccessful fax transaction. The E-mail Fax function of sendng notification will not work with fax if there is no SMTP e-mail services or server set up

Maximum Attachment Size   This option allows you to set the maximum size of an email attachment that can be successfully sent. This value should match the limitations defined by your email server.

8. Click **Maximum Attachment Size**.

The following screen will be displayed.
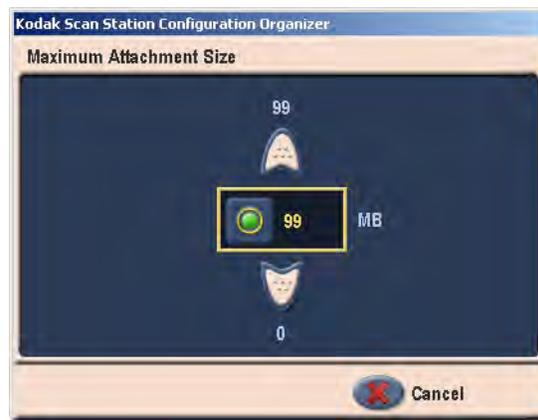
9. Select the size (0 to 99 MB in 1 MB increments) using the up and down arrows, then click the green button to the left of the selected number. When you have made your selection, the E-mail screen will be redisplayed.

Fax settings

You must have the optional fax modem accessory fCAT No. 128 0528) for the Scan Station 100 and it must be properly connected before configuring fax settings. For instructions on installing the fax modem, see the section entitled, "Installing the optional fax modem" earlier in this chapter.

1. Click the **Fax** icon. The Fax screen will be displayed.

2. From the Fax screen, click the **LDAP Fax Field Tag** option. The virtual keyboard will be displayed allowing you to enter information. Enter the LDAP Fax Field Tag for the tag to use when searching LDAP for fax numbers. For more information, contact your network administrator for the exact string to use (e.g., faxnumber). When finished entering the LDAP Fax Field Tag, click **Done**.

   NOTES:

   • LDAP may be used to search for fax numbers that are stored on a corporate address book. LDAP is not required to use the fax option.

   • The Sender's FAX Number is informational and can also contain text information. This field may be left blank.

   • LDAP credentials for E-mail LDAP must be set up to properly use LDAP for faxing. For more information refer to the section entitled, "LDAP settings" earlier in this chapter.

3. If desired, select **Sender's Fax Number** from the Fax screen to enter the sender's fax number.
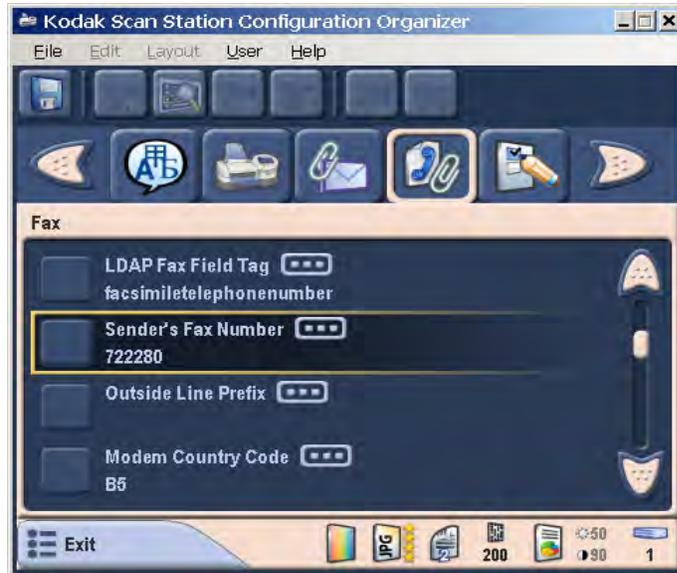
The virtual keyboard will be displayed allowing you to enter a number. Click **Done** when finished.

4. Select **Outside Line Prefix** to enter the desired prefix that the user needs to enter to access an outside line.

When selected, the virtual keyboard will be displayed. Enter the number you want the user to enter to access an outside line (e.g., **9,** is frequently used and a comma "," may be used to insert a pause). Each comma pauses the dialing sequence for about 3 seconds. You can use multiple commas to increase the pause time. When finished, click **Done**.

5. Select **Modem Country Code** to display a list of countries and the associated codes that configure the modem for use in the selected country.

6. Select the desired country/code and click **Done**.
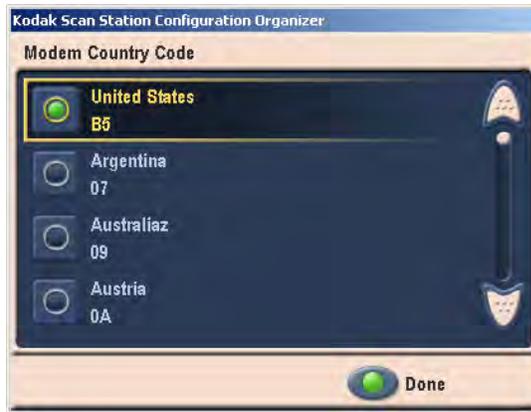
7. Select **Incoming Fax Settings** to display the Incoming Fax Settings screen. If you want to configure your Scan Station to receive faxes, the following settings can be used to define where incoming faxes will be delivered. You can select a network folder and/or a network printer for fax delivery.

8. If you want to select a network folder to receive incoming faxes, select **Incoming Fax Folder** to display the virtual keyboard.

9. Enter a fully qualified path name to a network folder where incoming faxes will be delivered.

10. When finished, click **Done**.

11. If you want to select a network printer for incoming fax delivery, click **Incoming Fax Printer** to display the list of installed printers.
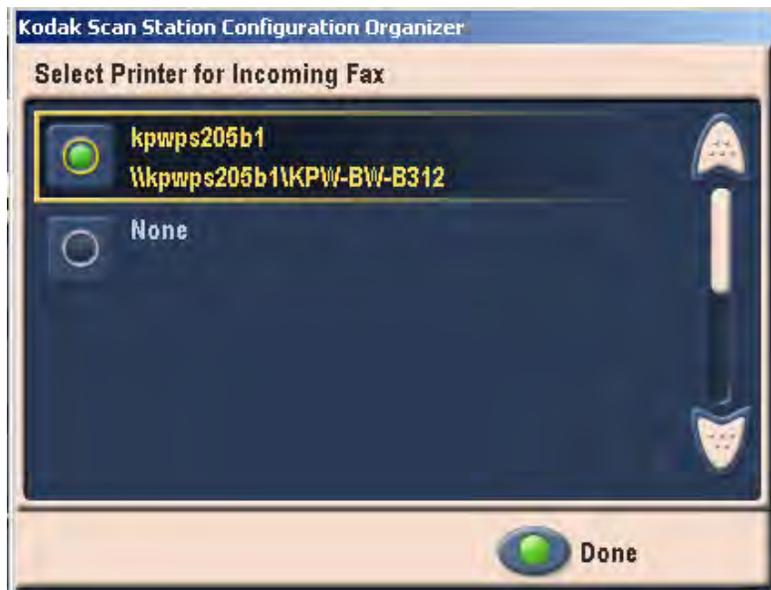
NOTES:

• If no printers are installed, **None** will be displayed on the Select Printer for Incoming Fax screen.

• Do **not** delete a printer destination that is assigned to incoming faxes. If the incoming fax printer destination is deleted, a message will be sent to the administrator's Email ID.

• To install a printer, refer to the section entitled, "Configuring printers" in Chapter 4.

12. Select a printer from the list and click **Done** to return to the Incoming Fax Settings screen.
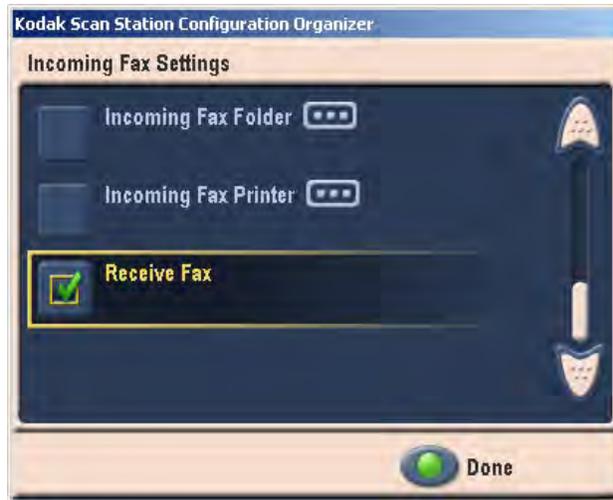
13. Click **Receive Fax** to allow faxes to be received at the configured device.

NOTES:

• The Incoming Fax option is only available if the administrator's Email ID is configured (see the section entitled, "Return Email Address" earlier in this chapter). If the Email ID is not configured, the following message will be displayed: ***Before Incoming FAX can be enabled, you must provide a return E-mail address. Please refer to Settings>E-mail>Return E-mail Address and define a valid return E-mail address.***

   If for some reason the Email ID is removed after you configure the incoming fax or the Email ID is invalid, there may be some loss of data.

• If the destination(s) (e.g. printer and/or network folder) have not been configured correctly, fax error email(s) will be sent to the Email ID you provided for **every** incoming fax.

• **Receive Fax** must be configured after connecting the fax modem.

• If a fax is processed to any of the destinations or an error email is sent, it is deleted from the queue and logged as "successful". Destination failures will also be logged.

• All corrupt fax(es) will result in an email to you (the administrator) and deleted from the fax queue.

• If the user's credentials are not configured correctly, the Scan Station will make multiple attempts. The user could be locked out because of multiple network access errors.

• If there are incorrect configurations for the printer or output folders, or if both the configurations are missing, then incoming fax messages will stay in the fax queue and require you to update the Scan Station to process the faxes.

Outgoing faxes

Three attempts will be made to send a fax. These attempts will be made at intervals of 3 minutes each.

If the fax service is not able to send a fax to the recipient, an email will be sent to the sender (User Email Address) if that email address is available. Otherwise, the message will be sent to administrator's email address. Included in the message will be: the fax TIFF image, the sender and recipient's fax number and the error response from the MS Fax Service.

Transaction Log settings

The Scan Station can log all transactions to a separate transaction file. This file is in XML format and can be exported from the Scan Station. This is useful in environments that are security-minded or where transactions are used for billing. By default, all transactions are logged (checked). You can disable logging on any or all of the transaction types listed on the Transaction Log Settings screen by unchecking the appropriate box.

1. Click the **Transaction Log Setting** icon to display the following screen.

2. Check or uncheck any or all of the destination types you want to log.

   NOTE: If you want to save these files, refer to the section entitled, "Saving error log files" in Chapter 7.

Time settings

1. Click the **Time** icon. The Time screen will be displayed.

2. Click **Time Zone** and select your time zone.

3. Click **Daylight Savings** and select **Automatically Adjust** or **No Adjustment**.

4. Click **Clock** and select either a **12 Hour** or **24 Hour** time format.

5. Click **Separator** and select the separator symbol.

6. Click **Format** and select the **hours, minutes,** and **seconds** format.

Setting the Scan Station clock

The time clock on the Scan Station can only be set when the Scan Station is in local Administrative mode.

To set the time clock on the Scan Station:

1. Insert a flash drive with an administrative configuration file into the Scan Station.

2. If prompted to update the Scan Station settings, press the **No** button on the control panel. The scanner will now be in Settings mode.

3. Use the arrows to scroll to the Time settings icon.

4. Click on the **Set** option to display the Time Entry keypad.

5. Enter the time for the Scan Station and click **Done**.

NOTE: Time is entered in 24-hour mode.

Date settings

If the Calendar icon is not displayed, use the arrows on the toolbar at the top of the Configuration Organizer screen to view the Calendar icon.

1. Click the **Date** icon. The Date settings will be displayed.

2. Click **Separator** and select the desired separator symbol.

3. Click **Format** and select the desired **day, month, year** format.

Setting the Scan Station date

The date on the Scan Station can only be set when the Scan Station is in local Administrative mode.

To set the date on the Scan Station:

1. Insert a flash drive with an administrative configuration file into the Scan Station.

2. If prompted to update the Scan Station settings, press the **No** button on the control panel. The scanner will now be in Settings mode.

3. Use the arrows to scroll to the Date settings icon.

4. Click on the **Set** option to display the Date Entry keypad.

5. Enter the date for the Scan Station and click **Done**.

Configuration options

The Configuration Options screen provides a variety of options.

To access the Configuration Options screen:

• Click the Configuration options icon

QWERTY keyboard

By default, the Scan Station will display the virtual keyboard in **QWERTY** format. You may optionally select an alphabetically-sorted keyboard format, by deselecting the **QWERTY Keyboard** option.

Allow custom Email Addresses

The *Allow custom E-mail Addresses* option allows a walk-up user to enter an email address that is not currently in the address book. By selecting **Allow custom E-mail Addresses** (this is the default), users can enter new email addresses in an ad-hoc manner. Email addresses are added temporarily to the currently selected list and will be removed at the end of the users scan session.

Allow File Naming

File Naming is a feature that allows a user to name both the folder and the file name prefix used when scanning to either a network folder or a USB flash drive. The folder will be appended to the path of the selected destination and the file name will be used to create the actual file. The user will optionally be able to turn on or off the date and time stamp used when creating the file name. Unchecking this option will disable the file naming feature.

Allow Saving to Flash Drive

This feature allows an administrator to disable scanning to a USB flash drive. This may be useful in more secure environments where tighter control is required.

Allow Force User Login   When enabled, this option requires the user to login before a scan session.

When this option is enabled, the user will be presented with a Login screen at the Scan Station requiring the user to enter a user name, password and domain. When **Force User Login** checked, you must apply LDAP settings. See the section entitled "LDAP Settings" earlier in this chapter.

A default Administrator account is available for logging onto the Scan Station after enabling **Force User Login**. Initially the password will be "blank" and is up to you to set this password to prevent user access to Administrative functions. For more information refer to the device password option in the section entitled "Device Settings".

Allow Adding Pages to a Scan Job

When this option is enabled, the user can continue to add pages to a scan job. After all pages in the input tray have been scanned, a message will be displayed asking if they want to add more pages. If the user selects **Yes**, the additional pages will be scanned and the message will be displayed again until the user selects **No**, or the 30-second timeout has occurred.

Hide Network Folder Location

This option is available if you want to provide a more secure environment by partially hiding the location of the network folder. If this option is enabled, only the end of the network folder path will be displayed on the Scan Station touchscreen. For example: \\server\myfolder will be displayed as: **...\myfolder.**

Allow FAST Scanning

To allow a user to scan instantly without waiting for the 10-second delay and the Settings Review screen to be displayed, enable the **FAST Scanning** option.

A message will only be displayed if the scan session was unsuccessful.

Saving your configuration

After configuring your Scan Station, save your configuration settings. Be sure to insert your USB flash drive into the USB port on your PC **after** the Configuration Organizer is running. This will allow the Configuration Organizer to recognize the presence of the flash drive. If the flash drive is inserted before the application is launched, the flash drive option will not be available on the Save Configuration To dialog box.

1. Click the **Save to USB flash drive** icon at the top of the screen to save the configuration file.

The Save Configuration To dialog box will be displayed. By default the **Local backup** option is selected. If you choose to create a local backup, a copy of the settings will be saved in the same directory as the Configuration Organizer.

2. Select where you want to save the configuration settings and click **Save**.

   NOTES:

   - If the flash drive was inserted before the application is launched, remove the flash drive and re-insert it.

   - If **Remote Configuration** is enabled, check the **Folder** option and **Browse** to the network location where configuration files are stored.

   - If all three options are selected, the configuration file will be saved to three different locations at the same time.

Updating your Scan Station settings

When you have saved your administrative configuration on your flash drive, you can take these settings to a Scan Station and update the Scan Station.

1. Insert your USB flash drive in the USB port on the Scan Station.

2. If the Scan Station configuration previously had a password assigned to it, you will be prompted to enter that password before proceeding with any changes.

   If the configuration settings on the USB flash drive are different than those found on the Scan Station, the following screen will be displayed.

3. Click **Yes**. The Select Settings To Replace screen will be displayed.

4. By default, all listed settings will be selected for update; therefore, unselect the setting(s) you do not want to update. Use the arrows to scroll through the list to display additional settings.

5. Click **Update**.

NOTES:

- If there are additional settings on the Scan Station (e.g. email are new settings on the flash drive that are not on the Scan Station, you will be prompted to either add or remove these settings.

- If you do not want to change settings at this time, click **Skip**.

- At this point, you have either skipped or saved your settings. The Scan Station will now be in "local administrator" mode.

Any changes made to any of the settings while in "local administrator" mode will be saved immediately to the Scan Station.

Verifying your Scan Station setup

The following steps help you to verify that your Scan Station installation was successful and is operational.

1. Insert a blank flash drive in the Scan Station's USB port.

   When the Scan Station recognizes the flash drive, an icon is displayed showing the flash drive with the user profile.

2. Click **Save to Flash Drive**.

3. Place a document into the input tray and press the green Go button. The Destination Review screen will be displayed.

   NOTE: If you enabled **FAST Scanning**, the Scan Station will start automatically and the Settings Review screen will not be displayed. Otherwise, the Scan Station will begin scanning after 10 seconds (or you can press the green Go button again to start scanning immediately).

   As the Scan Station begins to feed and process documents, a Status screen will be displayed. The page number and a preview image will be displayed as each page is being scanned.

When the document has been scanned, the Status screen will be displayed as it sends your document to each selected destination.

When all destinations have been processed, the following screen will be displayed.
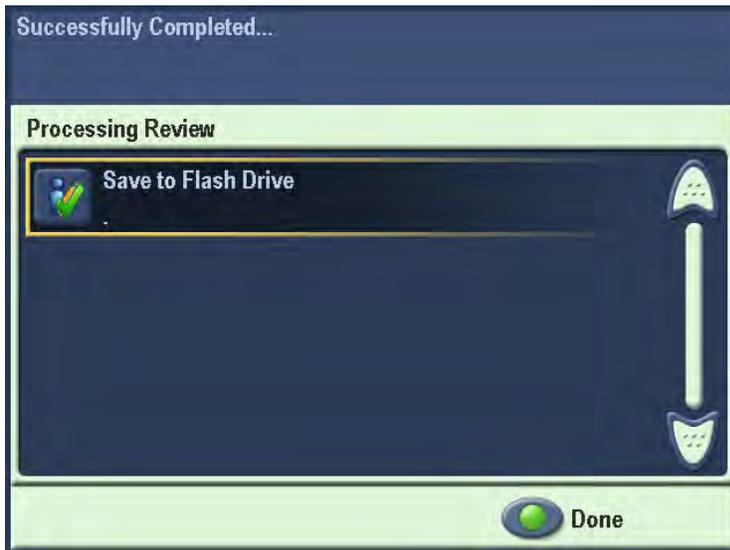
NOTE: This screen will list all the destinations you have selected (if you had more than one). Successful destinations will be shown with a green check mark. Unsuccessful destinations will be shown with a red X, and the message, *One or more saved destinations failed* will be displayed. To review detailed error messages, download the error logs.

4 Configuring the Scan Station

Chapter 4 provides step-by-step procedures for configuring the Scan Station. Some of these procedures require more detailed information. Specific section references are made throughout this chapter as to where to find more detailed information in *Chapter 5, Scan Station Administration Specifics.*

Selecting your default Scan Station settings

The Scan Station can be configured with default values for settings such as; Scan As, File Type, File Name Settings, etc. These defaults will be used when scanning documents unless they are changed by the user prior to scanning. If your organization typically scans black and white documents into PDF files, you may want to change the default settings to *Scan As: Black and White*.

1. Double-click the Configuration Organizer icon on your desktop to launch the application. Because you are setting up your Scan Station, you should select the **Administrator** option under the File menu.

2. Select the **Settings** button to display the Configuration screen.

Scan As

1. If the **Scan As** icon is not visible on the toolbar, click the right arrow until it is displayed.

NOTE: Certain selections will modify the content of other screens. For example, if you select **Black and White**, you cannot select JPEG output on the File Type screen.

2. Select the type of document (Color, Grayscale, Black and White) that will most typically be scanned by your organization.

NOTE: If **Black and White** is selected, a dialog box will be displayed allowing you to select **Best (iThresholding)** or **Normal (ATP)**. It is recommended that the default, **Best (iThresholding)** is selected. If **Best** is selected, you can change the values on the Black and White Adjustments screen. For more information, see the section entitled, "Black and White Adjustments" later in this chapter.

File Type

1. If the **File Type** icon is not visible on the toolbar, click the right arrow until it is displayed.

2. Select the file type (PDF, TIFF, JPEG) that will most typically be created by your organization.

   • **PDF - Searchable (Image + Text)** — creates a single- or multi-page document that contains both text and image data. This type of document uses OCR technology to read the scanned page and extracts text information from the image data. When you select this option, a screen is displayed allowing four different options for creating PDF files.

     - **Quality**, will display a screen which allows you to select a **Good, Better** or **Best** quality option. Selecting **Good**, **Better**, or **Best**, presets the dpi settings. As a result, the separate dpi settings will not have any effect when scanning in PDF mode.

     - Language, this option is only available when you select **PDF - Searchable (Image + Text)**. When you select **Language**, the Language screen will be displayed. This screen allows you to select the language you want used in the Optical Character Recognition employed to generate the PDF file which can be subsequently searched.

     - **Single Pages** allows you to create a PDF file for every page scanned. If scanning a two-sided document, a file will be created for both the front and back page.

     - **Secure** allows you to enter a password that will be used to encrypt the file before the file can be delivered. The password will be sent in a separate email when **Email** is one of the destination selection.

- **PDF - Image Only** — creates a single- or multi-page document that contains only scanned data as a bitmap image. PDF files created with this option are not text searchable. When you select this option, a screen is displayed allowing three different options for creating PDF files.

  - **Quality**, will display a screen which allows you to select a **Good, Better** or **Best** quality option. When saving a file as PDF, predefined scanner resolution settings will be used when selecting **Good** (150 dpi), **Better** (200 dpi), and **Best** (300 dpi). The scanner dpi settings will **not** be used and will be ignored when scanning in PDF mode.

  - **Single Pages** allows you to create a PDF file for every page scanned. If scanning a two-sided document, a file will be created for both the front and back page.

  - **Secure** allows you to enter a password that will be used to encrypt the file before the file can be delivered. The password will be sent in a separate email when **Email** is one of the destination selection.

- **JPEG** — this option is only available if your *Scan As* selection is *Color* or *Grayscale*. JPEG creates multiple files, one for each side of a scanned page. If you select this option, you can select a JPEG quality of **Draft, Good, Better, Best** or **Superior**.

  NOTE: The quality settings will greatly impact the final size of the file (**Draft** producing the smallest file size and **Superior** producing the largest file size).

- **TIFF - Multi Page** — creates a single file that contains all of the scanned pages.

- **TIFF - Single Page** — creates multiple files, one for each side of a scanned page.

NOTES:

- Color/Grayscale TIFF documents can only be **Uncompressed** or **JPEG compressed**. Black and white documents can either be uncompressed, JPEG compressed or compressed with **Group 4** compression.

- All faxed documents will be delivered as black and white, Group 4 compressed TIFF images.

- PDF files are not effected by the dpi settings used, and are affected only by the **Good**, **Better**, or **Best** options.

Setting Shortcuts

Setting Shortcuts are a way for you to create personalized groups of scanner settings to make scanning easier. If there are settings that you use frequently, you can create a shortcut for these settings and save them to your configuration. The Scan Station application software provides six predefined Setting Shortcuts.

- Defaults
- Black and White Document
- Black and White Document (OCR Quality)
- Color Document
- Color Document (OCR Quality)
- Color Photograph

These shortcuts are provided for your convenience and cannot be deleted. They can be used as a template to create other shortcuts.

1. If the **Setting Shortcuts** icon is not visible on the toolbar, click the right arrow until it is displayed.

Changing the Scan Station default settings

2. Click the **Defaults** Setting Shortcut.

3. Scroll through each of the scanner setting icons (e.g., *File Naming, Scan As,* etc.) and make any necessary changes. As you scroll through the other settings, the name of the selected shortcut will be displayed in the title bar as a reminder of which shortcut you are editing.
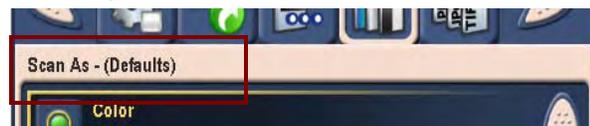
4. Select **File>Save** to save the new default settings to the configuration file.

Creating a new Setting Shortcut

1. Select the Setting Shortcut icon.

2. Select **Edit>Add Item**. The Add New Setting Shortcut dialog box will be displayed.
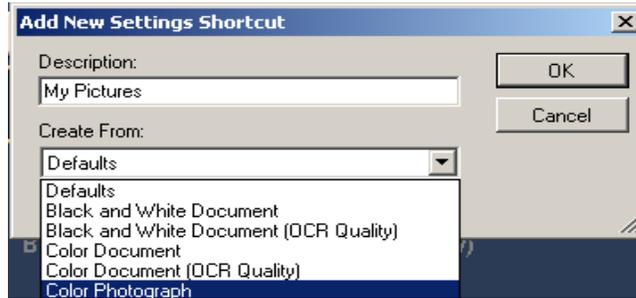
3. Enter a shortcut name in the *Description* field.

4. Select the shortcut that best defines the settings you want to begin with from the *Create From* drop-down list.

5. Click **OK**.

   NOTE: The new shortcut will appear at the top of the list. You can edit and save any changes to the shortcut in the same way as previously described.

Deleting a Setting Shortcut

1. Select the Setting Shortcut that you want to delete.

2. Select **Edit>Delete** Item. The message, ***Are you sure you want to delete this item*** will be displayed.

3. Click **Yes** to delete the shortcut.

   NOTE: The six predefined Setting Shortcuts cannot be deleted.

Modifying a Setting Shortcut

1. Select the Setting Shortcut you want to modify.

2. Scroll through the scanner setting icons (e.g., *Scan As, File Naming,* etc.) you want to change and make any desired changes.

3. When finished, click **File>Save**.

File Name Settings

The Configuration Organizer allows you to define values that determine the location and file name used when creating scanned documents. The File Name Settings option allows you to define a Folder Name where all scanned documents will be placed when scanning to either a network folder or a USB flash drive destination. You can also define the File Name Prefix that will be applied to every scanned document created. Scanned documents are typically created with this prefix and have an optional date and time stamp appended to the prefix. For example, if you define a prefix of *receipts* and a folder name of *2007,* the scanned document file name will have the format*: receipts_20070117_092219.tif a*nd will be placed in a folder called *2007.*

1. Define the **Folder Name** where all scanned documents will be placed when scanning to a network shared folder, FTP location or flash drive destination.

2. Define the **File Name Prefix** that will be used for creating each scanned document. This prefix will be used as the file name with a date and time stamp appended. The appropriate file name extension will be appended (.pdf, .jpg, .tif).

NOTE: You can define the default Folder Name where scanned documents will be placed if scanning to a network or USB flash drive destination. If you leave the Folder Name blank, the file will be created in the root directory of the configured destination. You can also define the default File Name Prefix that will be used to create each scanned document. If no changes are made, the default file name prefix will be used.

The **Advanced** option provides access to two additional options: **Interactively Name Scanned Files** and **Add Date/Time Stamp**.

- **Interactively Name Scanned Files** — selecting this option will require the user to enter a file name for each destination selected during a scan job. This option should be used with caution as it will require an extra step each time a document is scanned.

- **Add Date/Time Stamp** — by default, Date and Time Stamps are appended to each file name the Scan Station creates. If the user wants, they can turn this option off. When turning this option off, only the file name prefix and the appropriate file name extension will be used to create the file name.

For more information, see the section entitled, "File Name settings" in *Chapter 5, Scan Station Administration Specifics.*

Input Document Is

If your organization typically scans one-sided documents, select **One Sided** as the default. If **Two Sided** is selected, the Scan Station will simultaneously scan the front and back of a document in a single pass.

- NOTES:
  This setting can be changed by a walk-up user for a single scan session if required. The setting will be changed back to the default at the end of the scan session.

- The two-sided option can be used in conjunction with blank page detection for better performance. See the section entitled, "Advanced options" later in this chapter to enable blank page detection.

Resolution

Select a default resolution from **75** to **600** dpi. 200 dpi is the default. For best OCR results, if you are creating a PDF.

Document Type

If your documents typically contain a mixture of both text with graphics, keep this option as the default. Otherwise, select the document type that will most frequently be scanned by your organization.

Black and White Adjustments

If you selected **Black and White** as your *Scan As* setting, the Black and White Adjustments screen will be enabled.
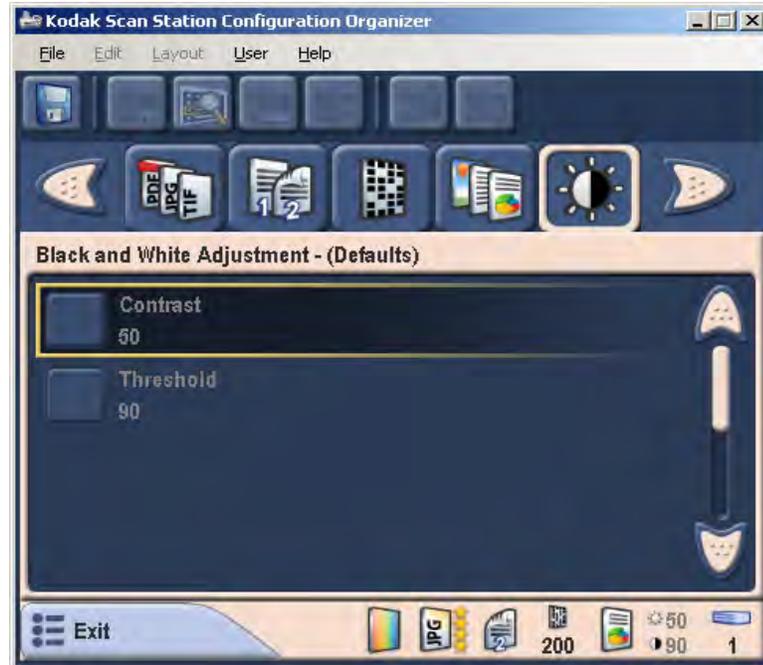
- If you selected **Normal**, you can select and change the *Contrast* and *Threshold* setting.

- If you selected **Best** (default, recommended), you can only select and change the *Contrast* setting.
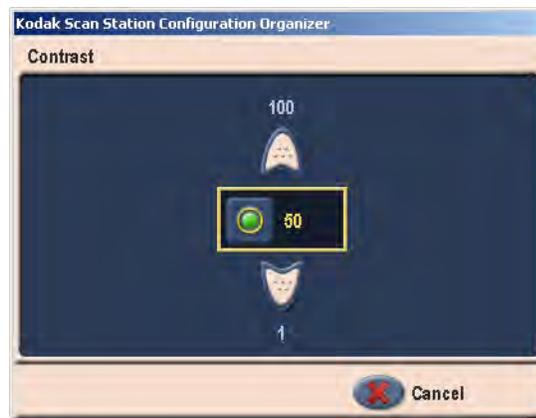
- Use the up and down arrows to select the desired values and then click the green button next to the value. This selects the value and closes the dialog box.

NOTE: If your *Scan As* selection is *Color* or *Grayscale*, the Contrast and Threshold settings are disabled.

Copies for Printing

This option is not intended to be used during the configuration setup. Any changes to this during configuration will be ignored. This value is intended to be set for each scan session by the user. The default is 1.

Advanced option

The Advanced option allows you to select the Blank Image Detection option. This option is used to detect blank pages (i.e., the back side of a document), so these pages can be discarded. This is typically used when scanning black and white documents to either TIFF or PDF. For black and white documents the default is 5 KB. The default threshold changes depending on the *Scan As* setting. Document images that fall below the threshold will be discarded.

NOTE: The Blank Page Detection feature should not be used when scanning color documents, as it will not accurately detect blank pages in this mode.

Saving your configuration settings

After configuring your Scan Station, save your configuration settings. Insert your USB flash drive into the USB port on your PC **after** the Configuration Organizer is running. This allows the Configuration Organizer to recognize the presence of the flash drive. If the flash drive is inserted before the application is launched, the flash drive option will not be available on the Save Configuration To dialog box.

1. Click the **Save to USB flash drive** icon at the top of the screen to save the configuration file.

The Save Configuration To dialog box will be displayed. By default the **Local backup** option is selected. If you choose to create a local backup, a copy of the settings will be saved in the same directory as the Configuration Organizer.

2. Select where you want to save the configuration settings and click **Save**.

   NOTES:

   • If the flash drive was inserted before the application is launched, remove the flash drive and re-insert it.

   • If **Remote Configuration** is enabled, check the **Folder** option and **Browse** to the network location where configuration files are stored.

   • If all three options are selected, the configuration file will be saved to three different locations at the same time.

Updating your Scan Station settings

When you have saved your administrative configuration on your flash drive, you can take these settings to a Scan Station and update the Scan Station.

1. Insert your USB flash drive in the USB port on the Scan Station.

2. If the Scan Station configuration previously had a password assigned to it, you will be prompted to enter that password before proceeding with any changes.

   If the configuration settings on the USB flash drive are different than those found on the Scan Station, the following screen will be displayed.

   Administrative configuration on the flash drive does not match the device's configuration.

   Do you want to be prompted to update the device configuration?

   Yes   No

3. Click **Yes**. The Select Settings To Replace screen will be displayed.

   Select Settings To Replace

   Device

   E-mail

   Time

   Configuration Options

   Update   Skip

4. By default, all listed settings will be selected for update; therefore, unselect the setting(s) you do not want to update. Use the arrows to scroll through the list to display additional settings.

5. Click **Update**.

NOTES:

- If there are additional settings on the Scan Station (e.g. email group, etc.) that are not on the flash drive configuration or if there are new settings on the flash drive that are not on the Scan Station, you will be prompted to either add or remove these settings.

- If you do not want to change settings at this time, click **Skip**. If you click **Skip**, the Configuration mode with the Settings screen displayed.

When the settings are saved, the Scan Station will still be in Configuration mode with the **Settings** screen displayed.

Any changes made to any of the settings while in "local administrator" mode will be saved immediately to the Scan Station.

Managing your destination groups

This section provides procedures for adding, renaming, deleting, and reordering groups (e.g., email, network folder, printer and FTP) as well as procedures for managing items in each of the group types. For simplicity purposes, only the procedures for managing an *email* group will be displayed. The steps required to manage other group types and their entries are the same, unless otherwise noted.

This section describes the creation and use of an *administrative* configuration file. The Configuration Organizer can also be used to create *user* configuration files. For more information about creating user configuration files, see the User's Guide for the *Kodak* Scan Station 100, A-61544.

For more information about the specifics of the other destination types (e.g. networking, printing, FTP), refer to Chapter 5, *Scan Station Administration Specifics.*

Toolbar

The Toolbar provides quick access to commonly used features. The toolbar is always displayed and you cannot add, delete or move toolbar buttons.

NOTE: For the purpose of this manual, procedures are indicated by using the menu options. Depending on what method is easiest for you, you can use the toolbar buttons or shortcut keys for any desired action.

Icon	Description
	Saves the configuration file to the USB flash drive or hard drive.
	Creates a new item in the selected group.
	Searches for an item in the selected group.
	Renames the selected item.
	Deletes the selected item.
	Moves the selected item up one position in the list.
	Moves the selected item down one position in the list.

Creating groups and adding items

1. In the Configuration Organizer window, access Destination mode and select **Edit>Add Group>E-Mail**. An Email icon is added to the toolbar on the Configuration Organizer window.

2. To add an email address to a specific email group, select the email group icon you want to add an address(es) to and select **Edit>Add Item** or press the **Ins** key. The Add dialog box will be displayed.

3. Enter the name and address.

   NOTE: If you do not want the email address placed in alphabetical order, uncheck **Add to list alphabetically;** otherwise the email address will be listed alphabetically.

4. Click **OK**.

The email address will be added to the selected email group and the address will be listed on the Configuration Organizer window.
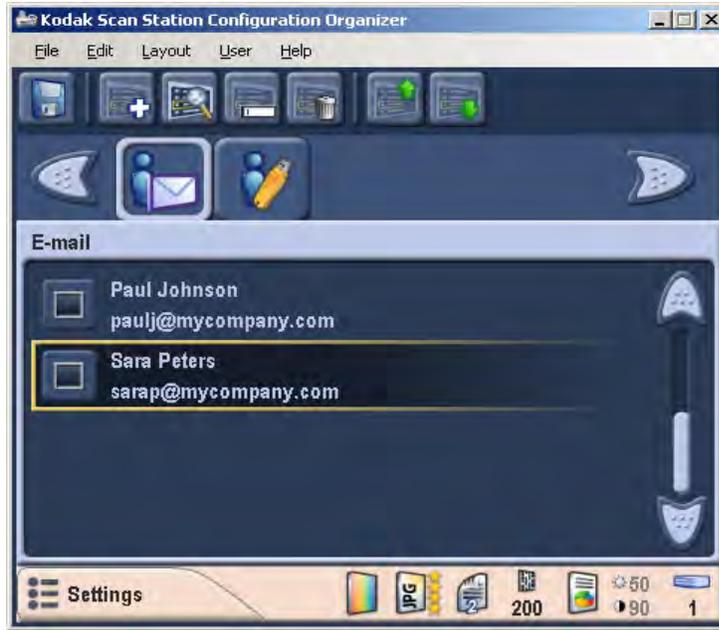
5. Repeat Steps 2 - 4 for each email address you want to add to a specific email group.

Editing items within a group

Existing items within a group can be edited. You can change the description as well as the address.

1. Select an item within a group.

2. Select **Edit>Rename Item** to display the Rename dialog box.

3. Make any desired changes in the *Description* or *Address* fields.

4. Click **OK**.

Deleting items within a group

To delete an item within a group:

1. Select the group that you want to delete the item from.

2. Select the item from the list that you want to delete.

3. Select **Edit>Delete Item**.

   NOTE: You will **not** be prompted to confirm the deletion of the item. If you delete an item by mistake, you can close the application and the following message will be displayed.
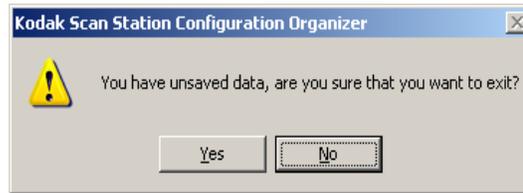
   Click **Yes** to discard the changes. The application will close but your changes will not be saved.

Renaming groups

By default, when you add an email group, the group is named E-mail.
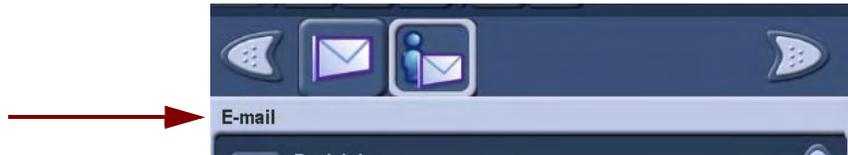
1. Access Destination mode and select the email group that you want to rename and select **Edit>Rename Group**. The Rename Group dialog box will be displayed.

2. Make the desired change in the *Description* field and click **OK**. The updated change will be displayed on the main Configuration Organizer window.

3. Click **OK**.

Deleting groups

1. Access Destination mode and select the email group you want to delete.

2. Select **Edit>Delete Group**. The following message will be displayed.

   NOTE: Use caution when deleting groups as all items associated with the selected group will be deleted. This operation cannot be undone.

3. Click **Yes** to continue.

Moving groups and items within groups

The order in which the groups are displayed in the Configuration Organizer is the same order they will be displayed on the Scan Station. If you want a specific group to be displayed as the first selection or in a special order, you can reorder the groups the way you want them displayed.

1. Click the group you want to move.

2. Select **Layout>Move Group Left** or **Layout>Move Group Right** (or click Ctrl-left arrow, Ctrl-right arrow). The group will be moved one position to the left or right.
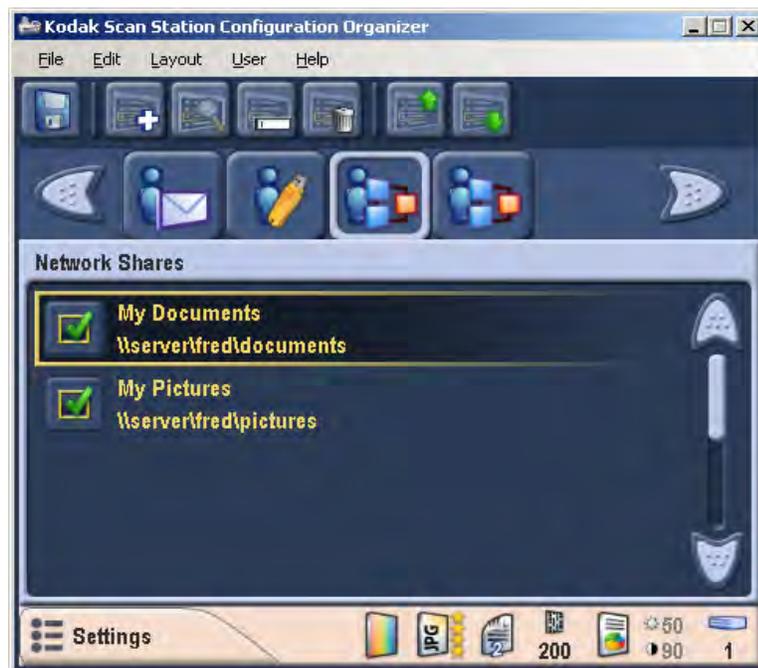
Moving items within groups

1. Select the item within the list that you want to move.

2. Select **Layout>Move Item Down** or **Layout>Move Item Up** (or click Ctrl-down arrow, Ctrl-up arrow). The item will be moved up or down one position.

NOTE: If you want to move items/groups many times, it is recommended that you use the Ctrl key sequences as this will be faster.

Importing an email address book

CSV (comma separated value) files are data files that represent database information. Each row contains individual data values that are separated by a comma. Each comma found on a line of text represents a column of data from the original database. The example below shows typical data exported from Microsoft's Outlook Express. Note that the first row contains the data column header information and **not** actual data.

```
First Name,Last Name,E-mail Address
Smith,John,johnsmith@rochester.rr.com
Tom,Brown,Tombrown123@yahoo.com
William,Doe,wdoe@msn.com
```

Outlook Express allows you to export your email address book to a comma-separated file. When exporting your email address book a dialog box will be displayed that provides the selection of which data columns to export.

Other mail programs may or may not provide this selection capability. To simplify the process it is recommended that only the first name, last name, and email address be exported. Once the file is exported, it can then be imported into the Configuration Organizer.

Many email client applications will automatically export the column headings as the first row of data. When using the Configuration Organizer, the Import Email Addresses dialog box provides you with the ability to "skip first row" of data. Some email applications will also export the data with additional quote characters surrounding the data. The Configuration Organizer will remove these quotes prior to importing the data.

The following data:

```
"First Name","Last Name","E-mail Address"
"John","Smith","johnsmith@rochester.rr.com"
"Tom","Brown","Tombrown@yahoo.com"
"William","Doe","wdoe@msn.com"
```

will be changed to:

```
First Name,Last Name,E-mail Address
John,Smith,johnsmith@rochester.rr.com
Tom,Brown,Tombrown@yahoo.com
William,Doe,wdoe@msn.com
```

After browsing and selecting a CSV file, a preview will be displayed showing the results of the file Column Location selections. As the column selections are changed, the preview will reflect these changes.

For example, if the three file Column Location values are 1, 2, and 3, then based on the example data shown above, the preview would display the following:

First Name Last Name	Email Address

The first name and last name are combined to form the email address display name. The email address is used to create the actual email address.

To further illustrate, if all three Column Location values were set to 1, then the preview would look like:

First name First Name	First Name

To import your email address book:

1. In the Configuration Organizer window, access Destination mode and select the email group you want to import your email address book to.
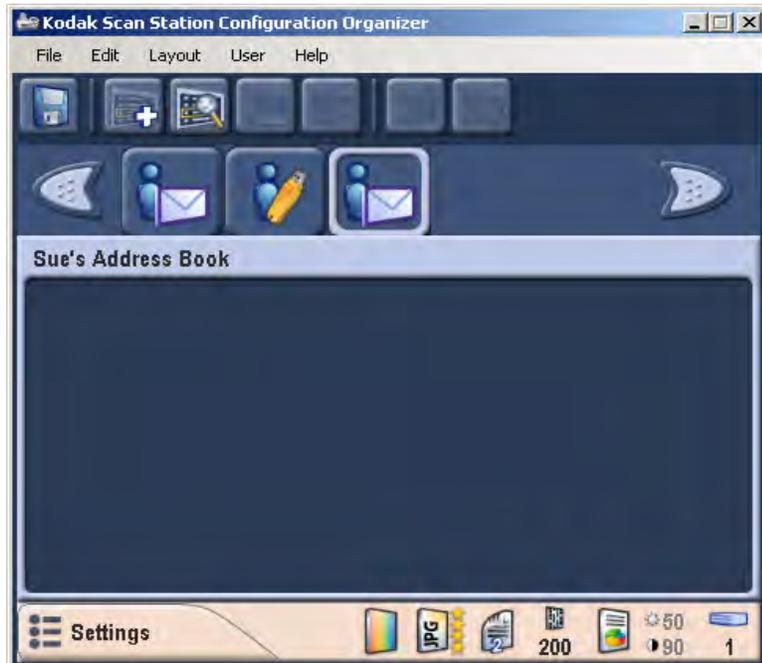
2. Select **Edit>Import E-mail Addresses**. The **Import E-mail Addresses** dialog box will be displayed.
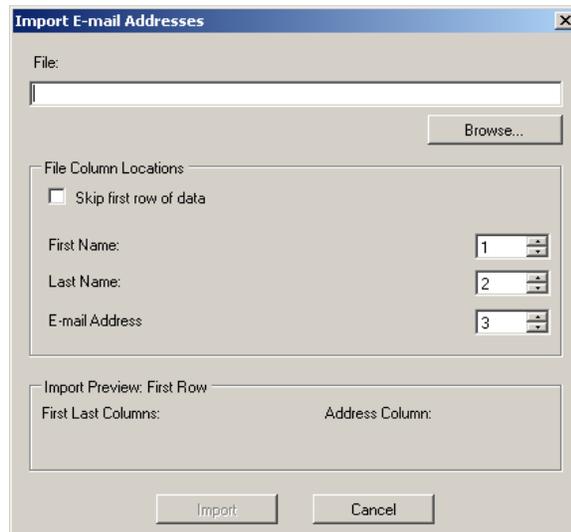
3. Specify the file containing the addresses. If necessary, use the **Browse** button to help locate the file.

4. If your list has a title row and you do not want to import the title row information, check **Skip first row of data**.

5. Specify the columns in the CSV file that contain data for **First Name**, **Last Name**, and **Email Address**.

   The *First Name, Last Name,* and *E-mail Address* fields allow you to map these values to the columns in which they appear in the CSV file.

6. Click **Import**. The email addresses from the CSV file are added to the Email group that you selected on the Configuration Organizer window.

   The Configuration Organizer will report the number of email addresses successfully imported.

Adding addresses using LDAP

If you have the LDAP server correctly configured, you can use this connection to search the network address book for email addresses. Any addresses found while searching can be added to the currently selected email group. To add an email address:

1. Click the Search icon on the main Configuration Organizer toolbar. The keyboard will be displayed.

2. Enter the last name of the person you are searching for and click **Done**. The Address Search Results list will be displayed.

3. Select one or more of the addresses found in the list and click **Done**. The addresses will be added to the email group.

   NOTE: If more than 20 addresses are found that match the search criteria, you may want to refine your search by adding more information, such as the first name of the person you are searching. e.g., "smith joe" instead of just "smith".

Configuring FTP destinations

FTP destinations require a slightly different configuration than the other destinations. The Configuration Organizer allows you to configure both FTP and proxy server settings. Depending on your network configuration you may or may not have to communicate with FTP sites through a proxy server. For each FTP destination you can specify individual username and password settings. This is important as you may be communicating with FTP sites located at different companies or on different company servers.

1. Select **Edit>Add Group>FTP.** The Add: Ftp Folder dialog box will be displayed.

2. Make an entry in the *Description, Folder, Username* and *Password* fields. The *Folder* field should contain a complete path to the FTP site including the subfolder into which scanned documents will be placed. For example, *//ftp.acme.com/documents* would connect to the FTP site *ftp.acme.com* and place the scanned documents in the folder *documents*.

   NOTE: Any additional folders defined in the File Naming Settings screen will also be used when creating the scanned documents. See the section entitled, "File Name Settings" earlier in this chapter.

3. If the FTP site communicates on a port other than Port 21, change the value using the up and down arrows.

4. You may optionally select **Passive** if required by the FTP server. **Passive** is most commonly used if the FTP site is outside the firewall.

5. If you do not want the address added to the list alphabetically, click **Add to list alphabetically** to uncheck it. This will add the item to the list in chronological order.

6. If your company requires the use of proxy servers, click the **Proxy** button and go to the next section; otherwise click **OK**.

Specifying Proxy settings   If your company requires the use of a proxy server before communicating with an FTP site, you must define these proxy settings by clicking on the **Proxy** button. The Proxy Settings dialog box will be displayed.
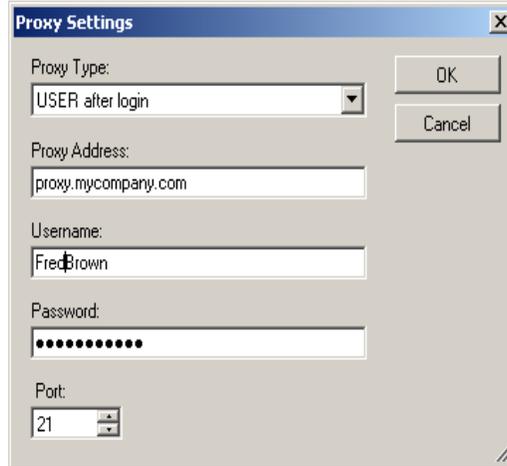
1. Select the **Proxy Type**. **USER after login** and **None** are the only two supported options at this time.

2. If **USER after login** is selected, the rest of the fields are available. Enter the Proxy Address in the form of a Fully Qualified Domain Name (e.g., FTP.acme.com) or as an IP address.

3. Enter the **Username** and **Password** required to access the proxy server.

4. If the proxy server is configured to communicate on a port other than Port 21, change or enter the value using the up and down arrows or keyboard.

5. Click **OK**.

Configuring printers

The Scan Station uses the Microsoft *"Point and Print"* technology for installing print drivers and connecting to network printers. Typically, network printers are attached to print servers which manage the scheduling of print jobs for one or more network printers. These print servers manage print queues for each connected printer and can also deliver and install print drivers to other network PCs or devices.

The Scan Station can connect to printers in the following ways:

• Connect to a printer that is connected to a print server on a network domain.

• Connect to a printer that is shared by another computer on a network workgroup.

• Connect to a network printer that is directly connected to the network via an Ethernet cable plugged directly into a router or hub.

In each of these scenarios, Microsoft Windows may also require login credentials for any device requesting access to a network printer. Each of the scenarios listed above is described in more detail below.

Connecting to a printer that is connected to a print server on a network domain

1. Enter any text that describes the printer in the *Description* field.
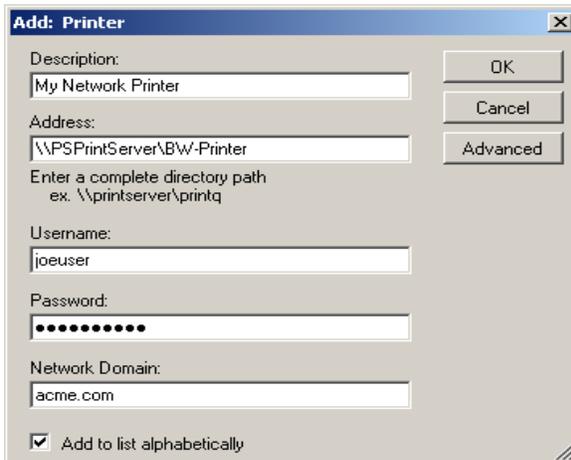
2. Enter the fully qualified path to the print server and print queue (e.g., \\printservername\printqueue or \\192.168.1.101\printqueue).

   NOTE: The use of IP addresses when accessing a print server is guaranteed to resolve the path to the printer. Fully qualified domain names may not resolve in certain network environments.

3. If the network domain is configured to require authentication to install a printer driver, enter the **Username**, **Password**, and **Network Domain** names.

4. When finished, click **OK**.

NOTE: If proper authentication is not provided, the printer and its driver may not be installed on the Scan Station.

Connecting to a printer shared by another computer on the network workgroup

1. Enter any text that describes the printer in the *Description* field.

2. Enter the fully qualified path to the Shared computer and the share name assigned to the printer (e.g., \\mypc\sharedprinter or \\192.168.1.101\sharedprinter).

   NOTE: The use of IP addresses when accessing a print server is guaranteed to resolve the path to the printer. Fully qualified domain names may not resolve in certain network environments.

3. If the PC requires authentication credentials to access the shared printer, enter the **Username** and **Password**. Leave the Domain Name blank.

4. When finished, click **OK**.

Connecting to a network printer that is directly connected to the network

This option is more complicated than the other two in that it requires the printer to be shared by a PC on the network at least temporarily, while the printer drivers are downloaded and installed on the Scan Station.

Before setting up a printer that is directly connected to the network, the printer must first be "shared" from a computer on the network. The shared printer must also be configured to provide a Windows XP driver for the printer. Once shared, there are two pieces of information you must gather from this computer: the driver name and the port name.

On the PC that is sharing the printer:

1. Click **Start>Settings>Printers and Faxes** and select the installed Printer. The control panel for this printer will be displayed.

2. Write down the **Driver Name** as it appears on the Control Panel. The location of this information may be different for each printer.
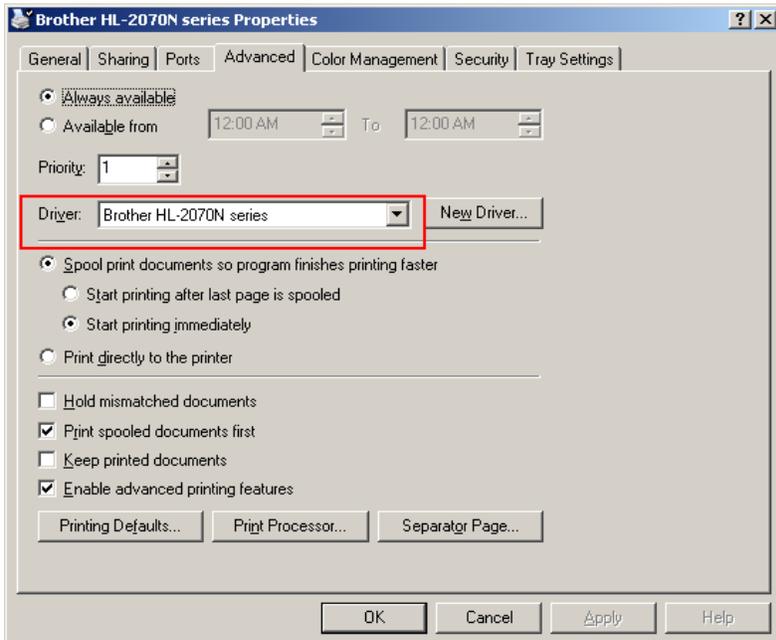
3. On the Ports tab of the Control Panel, write down the exact text that appears on the selected Port value.

NOTE: As shown below, this would be *"IP_192.168.2.137".*
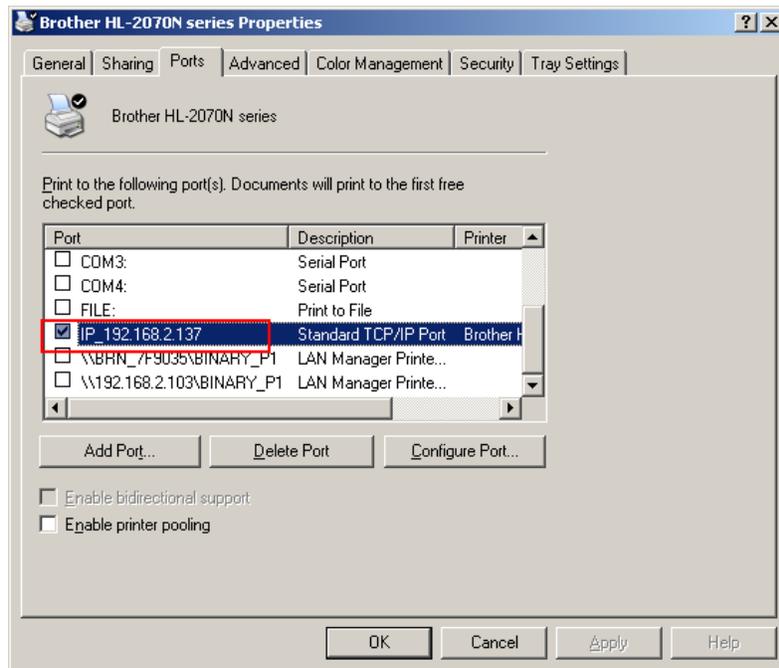
4. Return to the Configuration Organizer and select or create a printer group and select **Edit>Add Item**.

5. Enter any text that describes the printer in the *Description* field.
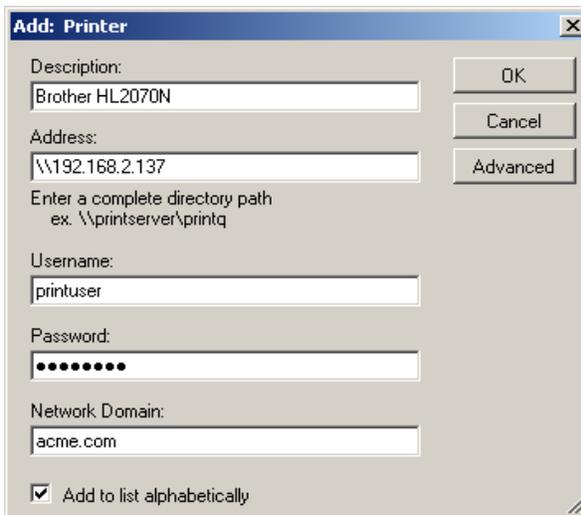
6. Enter the IP address of the network printer (e.g., \\192.168.2.137).

7. Enter the **Username** and **Password** and optional **Network Domain** that will be used as credentials on the PC that is temporarily sharing the network printer.

8. Click the Advanced button to display the Advanced dialog box.
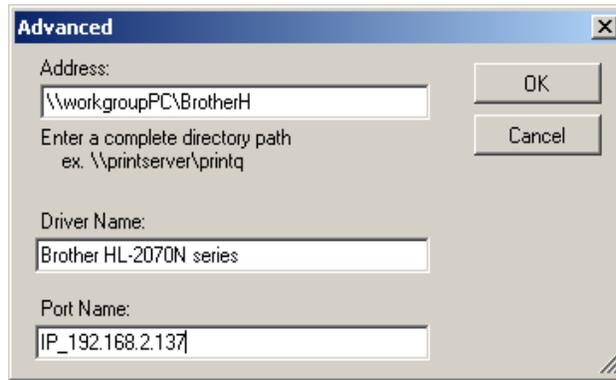
9. Enter the fully qualified address to the PC that is sharing the printer (see Step 1) including the *share* name (e.g. \\workgrouppc\BrotherH).

10. With the information gathered in Steps 1 and 2, enter the driver name and the port name in their respective fields.

11. Click **OK** on both the *Advanced* and *Add: Printer* dialog boxes.

The printer driver will be installed from the sharing PC. A connection will be made between the printer and the Scan Station using the IP address entered on the *Add: Printer* dialog box. After the initial installation, the shared printer connection is no longer required and the Scan Station will be able to communicate directly with the network printer.

12. Click **Advanced** to display the Advanced dialog box.
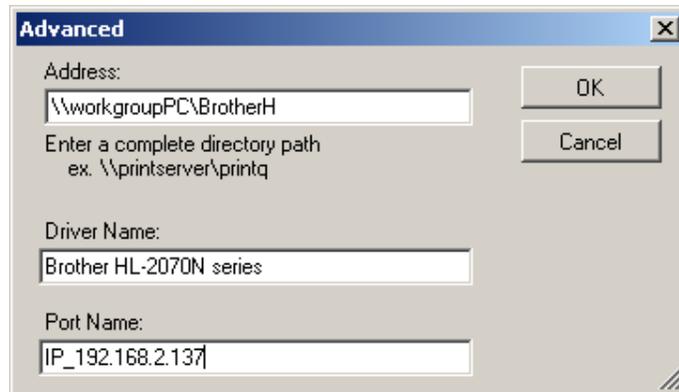
The Advanced dialog box allows you to enter the information required to access the printer driver on the shared PC. This information will be used to install the printer driver on the Scan Station.

13. Enter the fully qualified address to the shared PC and the printer share name.
(e.g. \\workgroupPC\BrotherH, \\192.168.2.137\BrotherH)

5   Scan Station Administration Specifics

This chapter provides detailed administrative information about your Scan Station including:

- in-depth information regarding *Scan As* settings, *File naming* settings and *E-mail group* settings.

- securing your Scan Station and the various password options available.

- loading and saving configuration files.

- updating your Scan Station.

- network configuration details.

Scan As settings

When selecting a Scan As setting, note that each selection has an impact on the settings that are available on other screens in the Settings mode. The following table describes how each *Scan As* selection will impact other selections.

Scan As setting	File Type setting	Black and White Adjustments
Color	PDF (Searchable/Image only) PDF (Multi/Single page) TIFF (Multi/Single page) JPEG (Single page)	Not available
Grayscale	PDF (Multi/Single page) JPEG (Single page)	Not available
Black and White	PDF (Searchable/Image only)	Not available
	TIFF (Multi/Single page) **Best** (iThresholding) **Normal** (ATP)	Contrast available Contrast and Threshold available

File Naming settings

The Scan Station offers several ways you can customize how scanned documents are delivered to their final destinations. While in Settings mode you can select the File Name Settings icon which provides three options for naming and delivering your scanned documents:

- Folder Name
- File Name Prefix
- Advanced: provides two additional settings that allow you to optionally add a date and time stamp to the resulting scanned file name, and allows the user to interactively name files as they are delivered to each destination.

Folder Name — allows you to define the final folder(s) where scanned documents are deposited. This option only pertains to documents that are being scanned to either a Network destination (FTP or shared folder) or a USB flash drive. If a folder name is defined, it will be appended to the full path selected in the destination. For example, if a network folder defined as: *\\myserver\myfolder\docs* is selected and the Folder Name is set to *"designdocs"* then the scanned document is placed in the following folder: *\\myserver\myfolder\docs\designdocs.*

If multiple folder levels are defined in the *Folder Name* field, the scanned documents will be placed in the full path defined by the destination and the *"Folder Name"*. In the previous example, if the "Folder Name" was defined as "designdocs\worddocs" then the scanned document is placed in *\\myserver\myfolder\docs\designdocs\worddocs.*

In either case, if the path to the final destination does not exist, then the Scan Station attempts to create the full path to the destination. This is true for network destinations as well as USB flash drive destinations. As in the previous example, if the sub-folders *docs* and/or *worddocs* did not exist, they would be created prior to copying the scanned document providing the Scan Station account has appropriate user rights.

File Name Prefix — allows the user to define the file name used when copying the scanned document to it's destination. If this field is left blank, the default file name *KSS100* will be used. However, if a special file name needs to be defined, then the user can enter the file name of their choice. For example, if the following entry is made for File Name Prefix: "Receipt" then all files created would take on the form of "Receipt_20070120_100155.xxx" where the .xxx represents the appropriate file name extension (either .jpg, .tif or .pdf) and "20070120_100155" represents the date and time the file was created.

Advanced — provides two additional settings that allow you to optionally add a date and time stamp to the resulting scanned file name, and allows the user to interactively name files as they are delivered to each destination. The **Add Date and Time Stamp** option is the default. This is the default so when documents are scanned and delivered to the selected destination, they will always have a unique name. This also avoids inadvertently overwriting existing files. The **Interactively Name Files** option allows the user to name the scanned document just before it is delivered to each destination. Before copying the document to the selected destination, the Scan Station displays the virtual keyboard on the display and allows the user to enter a new file name.

NOTE: Be careful when enabling the **Interactively Name Files** option, as it requires user interaction for **each** selected destination. For example, if the user selects five different destinations, they will be prompted five times to enter a file name.

E-mail groups

Chapter 4 provided procedures for creating, modifying and deleting groups of destinations and the items within destination groups. Examples were provided that were pertinent to all groups of destinations. This section discusses a special case for creating email groups. Ordinarily, email groups contain a list of entries that consist of one e-mail address per entry. However, you can create a list within a single entry within the email group. The following illustration describes both the typical case of one email address per item, followed by an example that has multiple addresses per entry.

Example 1

The *Description* field contains a mail recipient's name, and the *Address* field contains a single email address.

Description: John Doe
Address: john.doe@acme.com

Example 2

The *Description* field contains a group name, and the *Address* field contains multiple email addresses separated by commas.

Description: John Doe Family Group
Address: john.doe@acme.com, jane.doe@hypernet.net, juniordoe@statecollege.edu

By separating a list of email addresses with a comma, a group of email addresses is created. As this entry is created, each email address in the *Address* field is validated to ensure the proper format. If an improper email address is entered, the following message will be displayed:

Securing your Scan Station

Network security is an important part of every day business and it is important that network devices do not allow intrusions from outside sources. The Scan Station 100 is configured to prevent external attacks from the Internet, and from direct access by users. With this in mind, several steps were taken to block access to the Scan Station's operating system.

- First, the Scan Station has an internal firewall active that only allows a response to an "echo (ping)" command. Inbound ports are blocked and will not respond to queries from the network.

- Second, the Scan Station is protected from external intrusions via the USB ports found on the front and back of the device. The operating system is configured to disable any auto-run action that could occur when presenting a new USB device to the system. The Scan Station application recognizes the presence of a USB removable device, but will only open and read files that have been created and encrypted specifically for use by the Scan Station. Any file found on a removable device that is not properly encrypted will be ignored. This makes it almost impossible to introduce a virus from inserting a removable device with an infected executable.

- Finally, viruses frequently find their way into a network-connected computer via email. Most viruses are spread as email attachments and infect a computer after the email has been opened and the attachment executed. The Scan Station does not receive any incoming emails, therefore, it cannot be infected in this manner.

Password protecting your configuration file

There are several ways an administrator can secure the Scan Station using passwords. As previously described in Chapter 3, the administrator can add a password (32-character alphanumeric PIN) to any administrative configuration file created (select **User>Configuration Password** and enter a password). This prevents access to the configuration file in the following ways:

- If the configuration file is saved with this password, it cannot be read by a user running the Configuration Organizer without knowing the password. Upon insertion of a flash drive that contains a password-protected configuration file, the user will be prompted to enter the password. Failure to correctly enter the password forces the Configuration Organizer to ignore the file and proceed as if no file exists.

- When a password configuration file is used to update a Scan Station, the password is applied to the configuration on the Scan Station and any attempts to modify the Scan Station's configuration requires the entry of the correct password before any changes can be made. Because of this protection it is imperative that the password be kept in a safe place and not forgotten. If the password is forgotten, it will require you to contact Kodak Service to unlock the Scan Station.

Password protecting your Scan Station (user access)

Another password protection feature is assigning a 32-character alphanumeric password directly to the Scan Station. This requires any user wanting to use the Scan Station to know the password prior to use. This is intended for use in companies or departments that have sensitive material that they want to prevent being scanned and distributed. The device password setting is found on the Configuration Organizer while in "Settings" mode. By clicking on the **Device** icon and selecting **Device Password,** you can enter a password that blocks access to all users who do not know the password. On a Scan Station that is password-protected, users will be given three tries to correctly enter the password. After the third failed attempt, the Scan Station will display a warning message for several minutes and return to the password entry screen.

The Device password also works in conjunction with the inactivity timer built into the Scan Station. In normal operation, after a Scan Station has been used and has remained idle for one minute, a warning screen will be displayed asking the user if they want to reset all Scan Station settings to the default state. If no selections are made, then after two more minutes of inactivity, the device will be returned to its default state. If the user selects **OK** when the initial warning is displayed, the Scan Station will be returned to its default state immediately. If **Cancel** is selected, the current configuration settings are maintained, the timer is reset and the Scan Station will start monitoring for inactivity again.

In addition to assigning a 32-character alphanumeric password, you can require the user to login before starting a scan session. See Chapter 3, "Configuration options" for more information.

Loading and saving configurations

The Configuration Organizer is designed to monitor the Windows operating system for removable device events, which signal the insertion and removal of USB devices (e.g., the USB Flash Memory device supplied with each Scan Station). Because of this, the Configuration Organizer cannot detect a flash drive unless the application is running. Follow the recommendations below when creating and modifying configuration files:

1. Always start the Configuration Organizer *before* inserting a USB flash drive. If the flash drive is inserted before starting the Configuration Organizer, remove the flash drive and reinsert it.

2. If you insert a USB flash drive that has a configuration file on it, prior to making any edits, the configuration file will be recognized and loaded into the Configuration Organizer.

3. When saving your configuration, you will have an option of saving the configuration file to a flash drive AND to a local backup. Using the **Save to local backup** option *only* creates a backup of the **last** edited configuration file.

4. The configuration file is always named KSS100.xml. If you want to save different versions of this file, it is recommended that you create multiple folders which are named appropriately.

5. If you start by editing a new configuration file and insert a flash drive after edits have been made, any configuration file on the flash drive will be ignored and not loaded.

6. When saving to any location, if a configuration file is present, you will be asked if it is **OK** to overwrite the file.

7. If you started the Configuration Organizer, made changes and select **File>Open,** you will be notified that ***Changes have not been saved and will be lost. Are you sure you want to continue?*** Selecting **No** will stop the Configuration Open process.

Updating your Scan Station

Chapter 4 provides information and procedures for setting up and configuring your Scan Station. This section provides more detailed procedures for updating your Scan Station.

An administrative configuration file can be created using the Configuration Organizer and saved to a USB flash drive. There are three methods of updating the Scan Station.

1. **Method 1.** The administrative configuration file is stored on a flash drive, inserted into a Scan Station, which is then updated. This method is manual and must be repeated for each Scan Station on the network. This method was previously described in Chapter 3. See the section entitled, "Updating your Scan Station settings" for procedures.

2. **Method 2.** The administrative configuration file is stored on a flash drive, with an update package. This causes the Scan Station configuration to be updated and installed with new software to the Scan Station. See the information later in this section for more information.

3. **Method 3.** The administrative configuration file and optional update package is stored on a network drive and the Scan Station is configured to poll this drive (shared folder) for updates. The Scan Station will automatically recognize the new configuration data or update package and execute an update automatically. See the information later in this section for more information.

Method 2 — requires an update package and an administrative configuration file to be copied to a USB flash drive. When the flash drive is inserted into the Scan Station, the internal software recognizes the administrative configuration file and the update package. Once recognized, if the update package is a different version than the currently installed version, the user is prompted to update the Scan Station software. Both the old version number and the version number of the update package will be displayed. If the administrator decides to update the software, all the data found in the update package will be copied to the Scan Station and installed. When the installation is complete, click **OK** or remove the flash drive and the Scan Station will automatically be restarted.

If the Scan Station does not restart, press the green "soft" button on the back of the Scan Station. The Scan Station will shutdown in a normal manner. This is very important because the final installation of files occurs when the Scan Station is being shut down. Without the shutdown and restart, the Scan Station may not be properly updated and configured.

NOTES:

• It is important to make the distinction between the green "soft" button found on the back of the Scan Station and the main power switch. The main power switch should only be used after the Scan Station has been shutdown via the green "soft" button. Using the main power switch will cause an abrupt shutdown of the Scan Station and may occasionally corrupt data files on the Scan Station. This is not recommended.

• You can obtain Update packages from the Kodak website or from your Kodak service representative. Update packages will always be a file called KSS100UPDATE.EXE.

Method 3 — the Scan Station software can be configured to monitor a network folder where configuration files and software updates are installed. To set this up:

1. From the Configuration Organizer Settings mode, select the **Advanced** icon and click **Remote Configuration Settings**.

From this screen, you can select and define the following values:

- Path to the folder where updates can be found.

- Which day of the week (Daily, or Every Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday).

- The time of day to check for updates (a 24-hour clock).

For example, you may want to monitor the folder *\\myserver\updates\myscanstationID* on *Every Monday*, at *7:00 a.m*.

There are two ways to remotely configure and update your Scan Station:

- **Single file/folder update** — the administrator creates a single folder on the network from which all Scan Stations are configured to monitor for updated configuration files. This allows the administrator to push a single configuration to all of the Scan Stations on a network at one time. This is the recommended method when all of your Scan Stations share the same configuration.

- **Multiple file/folder update** — if each of your Scan Stations require a different configuration, it is recommended that a common folder is created on the network with subfolders underneath to store individual configuration files for each of the Scan Stations on your network. Each Scan Station should then be configured to monitor the appropriate folder for updates.

On the defined day of the week and time, the Scan Station checks for the specified folder on the network, and if found, examines the contents of the folder looking for a KSS100.XML file and an optional KSS100UPDATE.EXE file. If the KSS100.XML file is found, the modification date and time will be compared to the last time a configuration was executed on the Scan Station. If the KSS100.XML file is more current, the configuration settings in the file are applied to the Scan Station. **Be sure to carefully select a time of day when the Scan Station will be idle for automatic updates.**

When new configuration files are found, the following sequence of events will occur.

1. If a new update file is found, the contents of the update will be applied to the Scan Station.

2. If newer settings are found, the settings will be applied to the Scan Station as the new default settings.

3. If required, the Scan Station will be restarted. A restart will always occur when an update file is found. The Scan Station will be restarted if the network settings for the Scan Station are modified.

   NOTE: Any changes to the device name will be ignored when using the remote configuration.

If the Scan Station software and the KSS100UPDATE software are at the same revision level, no action will be taken.

NOTE: You can "roll-back" to an older version or update to a newer version of the Scan Station software. If an older version of the KSS100UDPATE file is placed in the remote configuration folder, the Scan Station will be rolled back to use the older version of the software. If a newer version is found, the Scan Station will be updated with this newer software. These methods are also available using the manual update procedure (Method 1). If a Scan Station is updated back to version 1.5, (the first commercial release), the remote configuration facility will no longer be available, as this option was not yet implemented in version 1.5.

Network configuration details

When installing and configuring your Scan Station, there are some things you can do, as an administrator, to prepare for an easier installation. Chapter 2 provides a checklist of information you need to connect the Scan Station to your network. This section details what additional steps you can take to set up your network environment for an easier Scan Station integration. Because the Scan Station is a network device, a basic knowledge of networking principals and terminology will be helpful. You should be familiar with the concept of creating user accounts (on domains), sharing folders, setting access privileges, the Universal Naming Convention (UNC), using IP addresses, fully qualified domain names (FQDNs) and creating user groups. The rest of this section contains a list of *Best Practices* to be used when administering Scan Stations.

NOTE: Some of the concepts covered in this chapter assume knowledge of Microsoft NT Domains and permissions. Refer to your documentation for Microsoft Windows Server 2000 or Windows Server 2003 for more information.

Scan Station user groups — for network domain environments, the administrator should create a user group for all Scan Stations. This group will be used to hold account names that are assigned to each Scan Station. Minimally, there should be one account name that is assigned to each Scan Station. Optimally, each Scan Station should be assigned its own unique username and password and these accounts should be contained within a group that is reserved specifically for Scan Stations. These account names will be used when configuring the Scan Station's network settings and entered into the *Username, Password,* and *Network Domain* fields.

NOTE: The Scan Station groups and login names must be given appropriate privileges to access the network resources that the user will see as Destination choices at the Scan Station.

Workgroup environments — for network environments that use the Microsoft "Workgroup" configuration, you may minimally be required to create an account name and password to be assigned to Scan Stations. These account names will be used when configuring the Scan Station's Network settings and entered into the *Username, Password* fields. The *Network Domain* field should be left blank in Workgroup environments.

Network folders — it is recommended that you create network folders, for either Destination or Remote Configuration, that can be accessed (minimally read, write, change access) by any Scan Station login account or by the user group created for Scan Stations.

UNC names for folders — as an administrator, you will need to know the fully qualified UNC name for each network folder that will be used by your Scan Station(s). When configuring network destinations, this will be the information entered into the *Address* field of the Destination Entry dialog box. For example, you could create a folder called "*scanfolder*" on a server called "*acmeserver*" that would be reserved for Scan Station access. You would reference it by the following UNC name: *\\acmeserver\scanfolder*.

NETBIOS usage — in network environments that use routers it is common practice to block NETBIOS traffic on your router. You may need to know the IP address of the server to which you want to scan documents. By substituting the IP address of the server instead of the NETBIOS computer name, you can bypass the network traffic restrictions that may cause network scanning to fail. For example, the previously defined network address: *\\AcmeServer\scanfolder* should be replaced with something similar to: *\\192.168.2.10\scanfolder*.

6   Maintenance

This chapter provides cleaning and replacement procedures for the *Kodak* Scan Station 100.

Cleaning procedures

Your Scan Station needs to be cleaned periodically. If your documents do not feed easily, if several documents feed at the same time or if streaks appear on your images, it is time to clean your Scan Station. The section entitled, "Supplies and consumables" at the end of this chapter provides a listing of the supplies required to clean your Scan Station.

IMPORTANT: *Use only non-flammable cleaners such as those provided through Kodak Parts Services. Do not use household cleaners.*

Do not use cleaners in confined areas, use with adequate ventilation.

Do not use cleaners on hot surfaces. Allow surfaces to cool to ambient temperature before use.

Opening the cover

1. Open the cover by pressing the release lever.

2. When finished with the cleaning procedures, close the Scan Station cover.

Cleaning the rollers

1. With a roller cleaning pad, wipe the feed roller from side to side. Rotate the feed rollers to clean the entire surface.
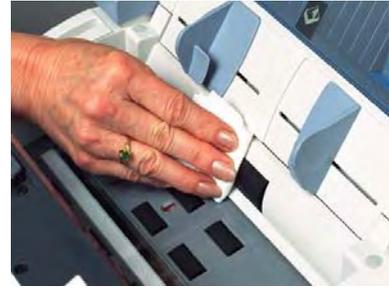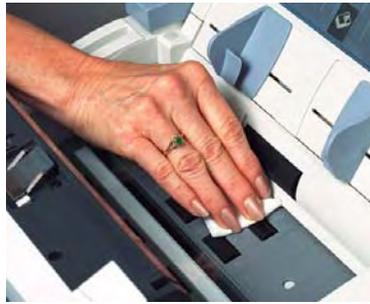
IMPORTANT: The roller cleaning pad contains sodium lauryl ether sulfate which can cause eye irritation. Refer to the MSDS for more information.

2. Dry the rollers with a lint-free cloth.

Cleaning the feed module

1. Squeeze the plastic clamps that hold the feed module in place and lift the feed module out of position.

2. Wipe the feed module from top to bottom with a roller cleaning pad.

3. Reinsert the feed module into position, by aligning it into the slots and pushing it in until it snaps into place.

Cleaning the imaging guides

1. Remove dust and debris from this area by using a Staticide wipe or a small brush. Be careful not to scratch the imaging guides when cleaning.

   IMPORTANT: Staticide wipes contain isopropanol which can cause eye irritation and dry skin. Wash your hands with soap and water after performing maintenance procedures. Refer to the MSDS for more information

2. Wipe the upper and lower imaging guides with an almost dry Staticide wipe to remove any streaks.

Replacement procedures

The feed module and USB connector are the only parts that are customer-replacement.

Replacing the feed module

Degradation of feeder performance, multiple feeds, stoppages, etc. indicate a need to change the feed module. Certain paper types such as carbonless paper or newsprint, or failure to clean regularly, and/or use of non-recommended cleaning solvents can shorten the feed module life.

For additional feed modules, see the section "Supplies and consumables" at the end of the chapter.

1. Open the Scan Station cover by pressing the release lever.

2. Squeeze the plastic clamps that hold the feed module in place and lift the feed module out of position.

3. Insert the new feed module into position, aligning the new module into the slots, and pushing it in until it snaps into place.

4. Close the cover.

Replacing the USB connector

The USB connector may need periodic replacement due to extended use which may be detectable due to repeated flash drive errors. Before changing the USB connector, be sure the USB flash drive itself is not defective.

Tools needed: Small Phillips Head Screwdriver.

1. Turn off the power to the Scan Station.

2. Unplug the power cord from the wall receptacle.

3. Unscrew and remove the two screws on the back of the turret using a Phillips Head screwdriver.

4. Lift the turret top cover and hold it in place (or rest it on the Scan Station) until you remove the ribbon cable connector.
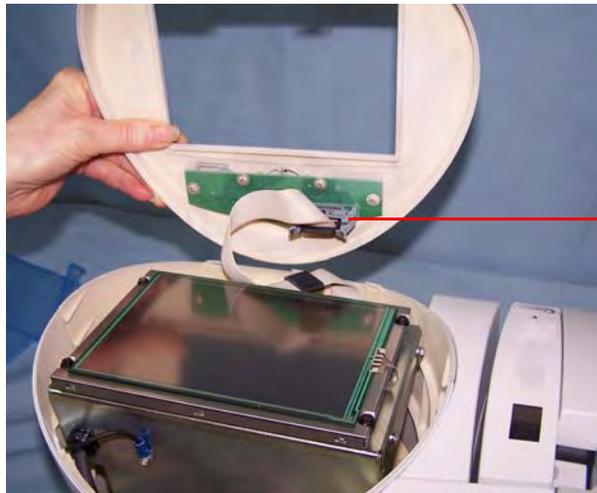
Ribbon cable connector

5. Open the clamps on the ribbon cable and disconnect the ribbon cable from the button control panel.

6. Rotate the turret about 45 degrees.

7. Loosen the two screws (about 3 turns) on the attachment plate.
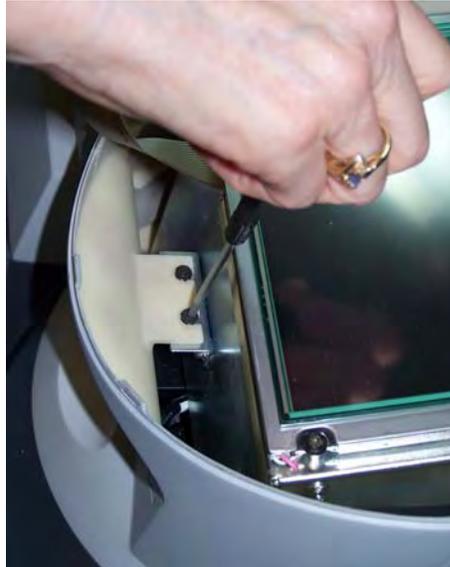
8. Remove the turret side cover.

9. Unplug the USB cable.

10. Remove the screws from the USB connector and remove it.

11. Attach the new USB cable to the connector and tighten the screws.

12. Connect the USB cable.

13. Slide the turret side cover back into place. Be sure the attachment plate is seated properly. Press and hold the turret side cover in place and tighten the screws to secure the front and side covers.

14. Reconnect the ribbon cable by pressing it all the way into the connector until it snaps and clamps into place.

15. Feed the ribbon cable back into the turret housing.

16. Reattach the turret top cover holding the cover securely down while you are replacing the screws.

17. Plug in the power cord and turn the Scan Station back on.

Supplies and consumables

Contact your Scan Station supplier to order supplies.

Description	CAT No.
Kodak Feed Module	174 7849
Kodak Digital Science Roller Cleaning Pads	853 5981
Kodak Scan Station Portable USB Drive (5-Pack)	125 1842
USB Replacement Connector	844 5306
Staticide Wipes for *Kodak* Scanners	896 5519
Kodak Scan Station Fax Modem	128 0528

NOTE: Items and catalog numbers are subject to change.

7 Troubleshooting

Occasionally you may encounter a situation with your Scan Station where it may not function properly. Refer to the information in this chapter to help you resolve the situation before calling Technical Support.

This chapter provides:

- A description of the indicator lights and error codes
- Clearing a document jam
- A problem solving chart
- Scan Station error messages

Indicator lights and error codes

The LED indicator light and number in the Display window on the Scan Station provide information on the current state of the Scan Station. In Normal operation, "1" will be displayed in the Display window with either a steady or flashing green LED.

Flashing green — Normal operation: indicates the Scan Station is initializing from powering on or warming up from a power saving mode and preparing to scan.

Steady green — Normal operation: indicates the Scan Station is ready to scan.

Flashing or **steady red**: indicates a Scan Station error, such as the Scan Station cover is open. A momentary red flash during the scan process is an indication that data is being sent from the Scan Station.

Display window — the Display window on the Scan Station provides information on the status of the Scan Station.

If "0" is displayed, this can indicate that the Scan Station is plugged in and the main power switch is turned on, but the main computer within the Scan Station is off. This occurs when the green "soft" button has been pressed. In this state, the Scan Station is in *shutdown* mode and you need to press the green button to *power up* the Scan Station. When the Scan Station is ready, "1" will be displayed in the Display window and the green LED will flash while the Scan Station is warming up. When the Scan Station is ready, the green LED will be steady.

Following is a listing of error codes that may be displayed in the Display window. When an error is indicated, the LED indicator light will blink red the same number of times as the number displayed in the Display window, alternating along with the letter "E". Therefore, if the Scan Station cover is open, the number "6" and an "E" will alternate in the Display window and the indicator will flash red and blink six times.

1 - 5, 7 and 8	Call Service.
6	The cover is open.
9	There is a document jam.

If no action is taken, the flashing sequence will eventually stop and the Display window will display the error number with a steady red LED. To clear this, correct the error (e.g., clear a document jam) or power down the Scan Station completely, and turn the Scan Station back on. If the situation persists, contact Kodak Service.

Clearing a document jam

If your Scan Station stops scanning due to a document jam, follow the procedures below:

1. Open the Scan Station cover.

2. Remove any jammed documents from inside the Scan Station.

3. Close the cover.

Saving error log files

You may be asked by Kodak Service personnel to send the log files as an email attachment for further diagnostics. If you are asked to provide these log files, proceed as follows:

1. Create an administrative configuration file on a new USB flash drive.

2. Insert the flash drive into the Scan Station's USB port to put the Scan Station into local administrative mode. The Scan Station will display the Settings mode icons.

3. Using the arrows, scroll until the Diagnostics icon is displayed and selected.

4. Click **Save Logs** and click **Yes** to save the log file to the flash drive.

NOTE: The following files will be saved to the flash drive: **analog.log** and **kss100.xml.log**.

Problem solving

Use the chart below as a guide to check possible solutions to problems you may encounter when using the *Kodak* Scan Station 100.

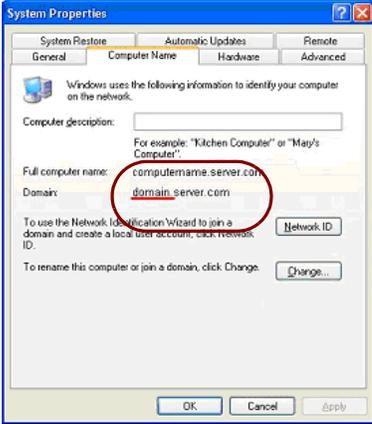| Scan Station Issues	Possible Solution
Regular cleaning and Scan Station maintenance is required to keep documents scanning smoothly and provide optimum image quality. Follow the recommended cleaning procedures in *Chapter 6, Maintenance* for best Scan Station performance.	
Documents are jamming or multiple documents are feeding	Make sure that: • the input tray and side guides are adjusted for the width of the documents you are scanning. • the input tray does not have more than 50 sheets of 75 g/m^2 (20 lb.) paper in the tray • the output tray is adjusted for the length of the documents you are scanning. • all documents meet the specifications for size, weight and type as outlined in the section entitled, "Document preparation" in the User's Guide. • the feed module is worn and needs to be replaced. • the Scan Station is clean. • the feed module is clean, installed properly and securely in place.
Image quality is poor or has decreased	• Clean the Scan Station. See the procedures in *Chapter 6, Maintenance*.
Distorted images	The feeder holds up to 50 documents in the input tray. While scanning is taking place, you cannot add documents to the feeder. If you do add documents, your images may be distorted.
No images are being displayed	If you are scanning one side of a document, be sure the side you want to scan is placed toward the feed tray (not facing you). For more information, see the User's Guide.
Image has clipped corners 	If your images have clipped corners, the skew angle was too large for the Scan Station to handle. Be sure documents are placed in the input tray with the edges aligned and the side guides positioned correctly to accommodate the size documents you are feeding to avoid large skew angles.
First image in a batch appears "washed out" 	If the scanned documents in a batch have more than a 25-degree skew, the first image in the batch may appear washed out. Be sure that documents are placed in the input tray with the edges aligned and the side guides positioned correctly to accommodate the size documents you are feeding to avoid large skew angles.

Scan Station Issues	Possible Solution
Image appears to be cut off	If you are scanning a document with a reflective area (such as a hologram on a credit card), and this reflective area is fed "face up" and off-center such that it passes over the left-edge sensor, the sensor will be triggered as if it were the end of the page and will result in a cut-off image. • Rescan the document by feeding it face down.
Roller marks appear on the document after scanning	Clean the rollers. See the procedures in *Chapter 6, Maintenance*.
Images have black background bleed-through	When scanning translucent documents, black bleed-through may be displayed on the image. To minimize this, adjust the Contrast value or select Fixed Processing to improve the image.
Dark vertical line on edge of document	This indicates that dust may be on the calibration strip. Clean the upper and lower imaging guides, including the white strip. See *Chapter 6, Maintenance* for procedures.
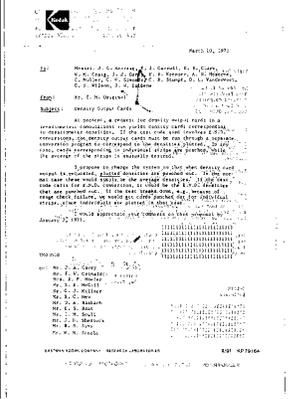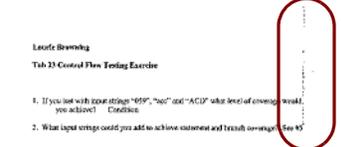
Network Authentication Issues	Possible Solution
Domain authentication	Check the following to verify for correct connections in a network domain. These settings can be found in Settings mode on the Configuration Organizer, by clicking the Device icon. • Device name • Network username and password • Domain name If any of these is not set correctly, the Scan Station will not be able to access the domain.
Ensuring Device name uniqueness	All Scan Stations have a default name assigned from the factory. The default name is: kssxxxx-xxxx. Where x = the serial number on the back of the Scan Station. This ensures that all Scan Station device names are unique. The default name of this field in the Configuration Organizer is "Scan Station". If you leave this option blank when you are configuring the Device Name (clicking the **Device** icon and selecting **Device Name**), the Scan Station will continue to use the default factory-installed device name. If you want to change the default Device name, you must select a **unique** name.
Checking the account name and password	If your Scan Station does not scan to a network location or stops scanning to a network location, you may have issues with the logon credentials supplied to the Scan Station. When creating accounts that are assigned to the Scan Station, certain properties may be applied to the account such as, C*hange password upon first log on* and *Change password every xx days.* It is recommended that these types of restrictions are not applied to accounts that will be used for a Scan Station. A network administrator can verify the account settings assigned to a Scan Station by using the credentials to log on to a normal network computer. If you are unable to logon to your network using these credentials, you probably have a problem with the account. A network administrator can modify the settings applied to the account to resolve these issues. It may also be necessary to reset the password.
Workgroup authentication	If having trouble writing to a locally shared folder in a workgroup, check the permissions attached to the folder from the PC on the network that is sharing the folder. Make sure the folder's Permissions allow access to the Scan Station.
Email Authentication	Verify that the authentication method defined in the Scan Station settings match the authentication method of your SMTP server. Currently the Scan Station supports simple password, NTLM and Challenge Response. These settings can be verified by using a Windows mail client such as Outlook Express and creating a mail account that uses the username and password assigned to the Scan Station.
SMTP server problems	Follow these procedures to resolve issues with the SMTP server address: • Verify that other email clients on different machines are able to send mail and reach the SMTP server. • Change your configuration file to identify the SMTP server with an IP address instead of a Fully Qualified Domain Name. If you are able to reach the SMTP server with the IP address but not the FQDN, you have a DNS resolution problem. Check to make sure you are able to reach the DNS server and that it correctly resolves FQDNs.

Network Authentication Issues	Possible Solution
Your network Domain name	To find the domain name your Scan Station will use, follow these steps: 1. From a PC logged onto the same network/domain that the Scan Station will use, right click on My Computer and select **Properties**. 2. From the Properties window select the Computer Name tab. If you are on a domain, the Domain name is listed in the *Domain* field (see above). 3. Copy the **Domain name** so you can enter into the *Domain* field of the Default Credentials in the Configuration Organizer. 4. Go to the Configuration Organizer and click the **Device** icon and select **Default Credentials**, then select Domain. 5. Enter the Domain name on the virtual keyboard and click **OK**.

Network Authentication Issues	Possible Solution
Finding the SMTP server address	Use the following procedures to find the SMTP server address: • Examine the settings of the mail client in use on your workstation to find the IP address or Fully Qualified Domain Name for the SMTP server, or • examine email sent from an internal mail client and display the full email header, or • ask the administrator of the mail server for this information.
Verifying an SMTP server address	Send mail to the SMTP server using a mail client application from a PC attached to the same network as the Scan Station. • If the mail was successfully sent and received, the SMTP server address is valid. • If you are unable to send an email to the SMTP server, review any error messages you receive. It is possible the SMTP server address is valid, but the authentication credentials are not valid.
FTP authentication	Scanning to FTP sites may require the configuration of two sets of credentials: proxy credentials and FTP server credentials. If your network environment requires the use of a proxy server to access external FTP sites, you need to configure appropriate proxy credentials that include username, password and authentication method. Proxy authentication methods include: **User after log on** and **None**. You may also need to configure a username and password to access the FTP server. The Scan Station also supports anonymous FTP.
Corrupted configuration file	If your Scan Station's configuration file becomes corrupt, you may experience the following: • A blank screen is displayed instead of the destinations and groups that you previously setup. • A USB flash drive with a new administrative configuration file is inserted into the Scan Station and the new settings are not recognized. • A USB flash drive with an administrative configuration file is inserted into the Scan Station and the Settings mode icons are not all properly displayed. If you experience any of these issues, it is likely that your configuration file on the Scan Station is corrupt. If you are running version 1.6.x.x or greater, the corrupt configuration file will automatically be replaced with a blank configuration file that contains only default settings. In this case, you will have to reconfigure the Scan Station with a backup copy of a configuration file. If you are running version 1.5.x.x, call Kodak Support.

Scan to Network Share Issues	Possible Solution
Unable to scan to network folder	Using another Windows XP or 2000 PC on your network, ping the NETBIOS computer name of the Share destination. For example, if your destination is **\\Servername\Sharename**, ping *Servername*. • If you get a reply to your ping, NETBIOS name resolution is working and the problem may be with the share name or permissions to the share. • If you do **not** get a ping, NETBIOS name resolution is not working. If you know you have a valid shared folder, you can use either the IP address or, in some cases, the Fully Qualified Domain Name in place of the server name. For example, if the IP address of the computer that hosts the share is *100.100.100.1* and the Fully Qualified Domain Name is *server.company.com* you could trying using either: **\\100.100.100.1\Sharename** or **\\server.company.com\sharename** One of these two usually works in place of NETBIOS names in the destination address for the share. • If NETBIOS name resolution is not working and it is your only choice for defining network paths, ask your network administrator about changing your router's configuration. Many organizations block TCP/IP traffic over ports 137 and 139, which are the TCP ports Microsoft uses for NETBIOS over TCP/IP. When these ports are blocked, you will not be able to resolve a NETBIOS name if the path to the destination address crosses router (i.e., sub-net) boundaries. • Using another Windows XP or 2000 PC on your network, open Windows Explorer and map a network drive to \\Servername\Sharename. If this does not work, check the Permissions of the shared folder on the host computer. Make sure either *Everyone* or the user account for the Scan Station has Read and Write permissions to the shared folder. • To verify a network shared folder is accessible on your network, from another PC on your network, click **Start>Run…** In the *Open:* field, type in the server name (e.g., \\servername) and click **OK**. If the server is accessible, then all available shared resources will be displayed. Select one of these shared resources to verify it is active. If not, correct the *Permissions* on the shared folder before trying to access the folder from the Scan Station.

Fax Issues	Possible Solution
Fax - General	If your Scan Station fails to send or receive a fax, be sure that: • an external modem is connected. • a dedicated working telephone line has been attached to the modem. • fax is properly configured for your country. See the section entitled, "Fax settings" in Chapter 3 and select **Modem Country Code** to select your country. • In the case of failure to send a fax, an email describing the error will be sent to the user (the person who sent the fax). If the user has not configured their email address, the email will be sent to the administrator. A log file will be created in all cases. • If errors persist, see the section entitled, "Saving error log files" in this chapter for more information.
Outgoing Fax	If your Scan Station fails to send a fax, be sure that: • fhe recipient fax number is correct. • fhe number you need to dial to access an outside line is correct (e.g., 9). See the section entitled, "Fax settings" in Chapter 3 **(Outside Line Prefix)** for more information. • Verify the status of the fax recipient's fax number.
Outgoing Fax	If your Scan Station fails to search for a fax recipient, be sure that: • the recipient's name (partial or full) is correct. • fax is properly configured. See the section entitled, "Fax settings" in Chapter 3. Obtain the LDAP Fax Field Tag from your email administrator. Select **LDAP Fax Field Tag** from the Fax Settings screen and enter this information using the virtual keyboard. For example, "facsimiletelephonenumber".
Incoming Fax	If your Scan Station is not receiving faxes, be sure that: • the recipient fax number is correct. • fax is properly configured. See the section entitled, "Fax settings" in Chapter 3. Be sure that one of the options on the Incoming Fax Settings screen is configured to allow delivery of incoming faxes (**Incoming Fax Folder** and/or **Incoming Fax Printer**) and be sure that the Scan Station has access to the configured destinations. • the **Receive Fax** option is checked on the Incoming Fax Settings screen. • Refer the "Network authentication issues" in Chapter 5 to resolve other issues.
Scan Station Error	**Possible Solution**
Unexpected error while trying to update the date settings.	Displayed when trying to change the Scan Station date setting. • If this message is displayed, contact Kodak Support.
Unexpected error while trying to update the time settings.	Displayed when trying to change the Scan Station time setting. • If this message is displayed, contact Kodak Support.
Paper jam. Please clear the paper path and rescan.	A document is lodged in the paper path. • Open the Scan Station cover and remove the paper from the paper path.
Please wait, lamps are warming up.	• *Informational message*. Wait until the lamps are completely warmed and try again.
Attachment is too large.	The email attachment is larger than the email server allows. • Try resending using a lower resolution or lower compression quality (**Good** instead of **Best**). • Reduce the number of pages scanned.

Destination not found.	Displayed when trying to deliver scanned documents to destinations. • Verify that the selected destination is correct. • If scanning to a network, be sure the folder path is correct.
E-mail server error (xxx).	Displayed when trying to deliver scanned images to an email server and the server returns an error. Additional error codes will appear at the end of the string. • Verify that the SMTP address is correct. If problem persists, contact your system administrator.
E-mail server not found.	Displayed when trying to deliver scanned images to an email server and the email server is not communicating. • Verify that the SMTP address is correct. If problem persists, contact your system administrator.
File is too large.	There is insufficient space on either the network or flash drive folder. • Try resending using a lower resolution or lower compression quality (**Good** instead of **Best**). • Reduce the number of pages scanned. • Delete older files on the network folder or flash drive to free up disk space.

Displayed Error	Possible Solution
Flash driver error (xxx).	Displayed when the Scan Station cannot copy files to a flash drive. Additional error codes will appear at the end of the string. • Verify that the format of the flash drive is correct. Reformat if necessary.
The flash drive was not found.	Displayed if the flash drive was removed before the final delivery of the scanned image. • Verify that the flash drive is properly inserted in the USB port. Remove and reinsert it if necessary.
FTP server/folder not found.	Displayed if the FTP server or folder became inaccessible before the final delivery of the scanned image. • Verify that the path on the FTP server exists. Check the address to the FTP site to make sure it is entered correctly.
FTP error.	General error communicating with an FTP server. • Verify that the proxy settings are entered correctly (if needed).
General error (xxx).	Displayed when no other error information is available. Additional error codes will appear at the end of the string. • If this message is displayed, contact Kodak Support.
Insufficient rights.	The Scan Station lacks sufficient rights to access a network resource such as a print server or network folder. • Verify that the Scan Station credentials (username, password and domain name) are correct. • Contact the network administrator to verify the account is valid and not "locked out". • Verify that the account password has not expired.
Network drive error (xxx)	General error trying to copy scanned documents to a network folder. Additional error codes will appear at the end of the string. • Verify the path to the selected network folder exists and the Scan Station user account and password have sufficient credentials to access the network shared folder.
Network drive not found.	Displayed if the network folder became inaccessible before the final delivery of the scanned document. • Verify the path to the selected network folder exists and the Scan Station user account and password have sufficient credentials to access the network shared folder.
Printer error (xxx).	Displayed when trying to access a printer. Additional error code will appear at the end of the string. • Contact the network administrator to verify that the printer is still online. • Check that the Scan Station credentials are sufficient to access network printers on your network domain.
Printer not found.	Displayed if the network printer became inaccessible before the final delivery of the scanning document. • Contact the network administrator to verify that the printer is still online. • Check that the Scan Station credentials are sufficient to access network printers on your network domain.
Unexpected error Please refer to the User's Guide for more information.	Displayed when no other error information is available, but an error occurred. • If this message is displayed, contact Kodak Support.

Displayed Error	Possible Solution
KDSEmbeddedbase.exe error on display	Indicates an invalid TCP/IP address, such as a DHCP setting is used on a FIXED TCP/IP network or an incorrectly configured TCP/IP address is syntaxed incorrectly. • Disconnect the Ethernet cable connection from the Scan Station to the premise wiring/hub/or router, and then reboot the scanner. Correct the TCP/IP address information and reconnect and reboot the Scan Station.

8 Glossary

Authentication credentials — a username, password and optional network domain name that grants the Scan Station access to network resources.

Challenge Response (*CRAM-MD5)* — an encryption algorithm used for authenticating access to an email server.

Configuration file — an encrypted .xml file containing all the settings for the device. Basically, a configuration file tells the Scan Station who it is, how to scan and where to send the digital files.

Configuration Organizer — the software used by users of the *Kodak* Scan Station 100 to configure the Scan Station and to create personal settings that are typically saved to a USB flash drive.

DHCP (Domain Host Control Protocol) — a network protocol that dynamically assigns network addresses (IP addresses) to computers and other network devices.

FQDN (*Fully Qualified Domain Name*) — a human-readable name linked to the IP address of a computer. It includes both the computer's host name and domain name.

FTP (*File Transfer Protocol*) — a standard Internet protocol which is the simplest way to exchange files between computers on the Internet. Like the Hypertext Transfer Protocol (HTTP), which transfers displayable Web pages and related files, and the Simple Mail Transfer Protocol (SMTP), which transfers email, FTP is an application protocol that uses the Internet's TCP/IP protocols. FTP is commonly used to transfer Web page files from their creator to the computer that acts as their server for everyone on the Internet. It is also commonly used to download programs and other files to your computer from other servers.

IP address (*Internet Protocol*) — used to reference computers on a network. Addresses presented in a universal format of four, three-digit numeric values separated by a period (e.g., 192.168.1.1).

MIME (*Multipurpose Internet Mail Extensions*) — the standard for attaching non-text files to Internet mail messages. These files include spreadsheets, formatted word-processor documents, graphics and sound files. The MIME standard defines the type of file being sent and what should be done to convert it back into its original form.

NETBIOS (*Network Basic Input Output System*) — an API that allows applications on different computers to communicate within a local area network. Created by IBM and later adopted by Microsoft, NETBIOS is used in most physical topologies and is a staple of Windows NT networks. A broadcast "protocol" that does not support a routing mechanism, NETBIOS is often carried over other protocols to allow its continued use in larger modern (routed) networks.

NETBIOS Name — also known as the *computer name* in Microsoft Windows, the NETBIOS name is a unique name for the device. Only 15 characters can be used.

NT Domain Server — a Microsoft Windows based server that defines a network domain. A network domain defines a grouping of computers and computer resources such as; printers, mail servers and file servers.

NTLM — an authentication algorithm for accessing an email server.

Ping — typically a command line program that allows a user or administrator to see if a specific device is active and responsive on the network. For example, *ping 127.0.0.1* will test to see if a local computer (the one you are using) can respond to a network request.

Proxy Server — acts as an intermediary between a workstation user and the Internet so that the enterprise can ensure security, administrative control, and caching service. A proxy server is associated with or part of a gateway server that separates the enterprise network from the outside network and a firewall server that protects the enterprise network from outside intrusion.

Remote Configuration — the ability to configure network devices (Scan Station 100) from a remote location on the network.

Router — a device that allows multiple computers and devices to connect to a local area network. A router can also be one of many routers that comprise a wide area network (WAN).

SMTP (*Simple Mail Transfer Protocol*) — is protocol used in sending and receiving email. However, since it is limited in its ability to queue messages at the receiving end, it is usually used with one of two other protocols, POP3 or IMAP, that allows the user to save messages in a server mailbox and download them periodically from the server.

TCP/IP *(Transmission Control Protocol / Internet Protocol)* — a suite of protocols tailored to specific needs for advanced networking. Named after TCP and IP, the first of the many protocols in the suite. TCP/IP forms the basic standard for communication over the Internet.

TCP Port — special number in the header of a network data packet, TCP ports are used to map data to computer processes or applications. For example, a server receiving incoming TCP data packets with a number of 21 in the header will normally map that data to the FTP process running on the server (21 is the standard port for initiating an FTP session with a client).

UNC (*Universal Naming Convention*) — a standard for identifying servers, printers and other resources in a network, a UNC path uses double slashes or backslashes to precede the name of the computer and a single slash to precede the name of the resource being accessed. In Windows operating systems, the UNC name format is:

```
\\servername\sharename\path\filename
```

Workgroup — a Microsoft network mechanism for grouping multiple computers and computer resources without the use of an actual network domain.

Appendix A   Specifications

Recommended daily volume	Up to 1000 pages per day
Output resolutions	75, 100, 150, 200, 240, 300, 400 and 600 dpi
Illumination	Fluorescent (cold cathode)
Throughput speeds (portrait, letter-size)	Black and white/grayscale: up to 25 ppm/50 ipm at 200 dpi Color: up to 25 ppm/40 ipm at 200 dpi
Scanning technology	Dual CCD, 600 dpi optical resolution Capture bit depth is 48 bits (16 x 3) Color output bit depth is 24 bits (8 x 3) Grayscale output bit depth is 256 levels (8-bit)
Optical resolution	75, 100, 150, 200, 240, 300, 400 and 600 dpi
Connectivity	10/100 Base T
Network Protocols	TCP/IP, SMB, SMTP, DHCP (or static), Network Domain Authentication
Control Panel	Touch screen, 18-bit color, 640 x 480 resolution
On-board processor, memory, hard drive	Celeron D 2.4 GHz, 1 GB RAM, 40 GB hard drive
Maximum document size	215 x 863 mm (8.5 x 34 in.) - may be restricted at certain resolutions
Minimum document size	Single-sheet feeding (with Special Document Feeder): 50 x 87.5 mm (2 x 3.5 in.) Multiple-sheet feeding: 87.5 x 125 mm (3 x 5 in.)
Paper thickness and weight	52 - 105 g/m^2 (14 - 28 lb.) paper
Feeder	Up to 50 sheets of 75 g/m^2 (20 lb.) paper. Special Document Feeder included for front-feed, front-return single document feeding.
Recommended PC configuration	Pentium IV, 300 MHz or higher, 512 MB RAM, running Windows XP or 2000
Recommended portable USB drive specs	USB 2.0, minimum size for configuration: 32 MB, minimum size for storing images/files: 128 MB
Imaging features	Perfect Page scanning, deskew, auto crop
File Format Output	Single- and multi-page TIFF, JPEG, and searchable PDF
Output methods	Scan to network share, scan to print, scan to email, scan to portable USB flash drive
Power consumption	Standby: <75 Watts; Operating: <95 Watts
Dimensions	**Height**: 28.7 cm / 11.3 in. **Width**: 59.7 cm / 23.5 in. **Depth**: 33.8 cm / 13.3 in.
Weight	18.1 kg (40 lbs.)
Operating Temperature	10°C to 35°C (50°F to 95°F)
Humidity	10 to 85%

Appendix B   Warranty - US and Canada only

Congratulations on the purchase of a *Kodak* Scan Station 100, *Kodak* Scan Station 100 Plus or *Kodak* Scan Station 120EX. *Kodak* Scan Stations are designed to provide end users with the highest performance and reliability. All *Kodak* Scan Stations are covered by the following Limited Warranty.

Limited warranty for *Kodak* Scan Stations

Eastman Kodak Company provides the following Limited Warranty on *Kodak* Scan Stations (excluding spare parts and consumables) distributed by Kodak or through Kodak's authorized distribution channels:

Kodak warrants that a *Kodak* Scan Station, from the time of sale through the Limited Warranty period applicable to the Product, will be free of defects in materials or workmanship and will conform to the performance specifications applicable for the particular *Kodak* Scan Station.

All *Kodak* Scan Stations are subject to the Warranty Exclusions described below. A *Kodak* Scan Station found to be defective or which does not conform to the product specifications will be repaired or replaced with new or refurbished product at Kodak's option.

Purchasers may determine the applicable Limited Warranty period for the *Kodak* Scan Stations purchased by calling (800) 822-1414, or by visiting: http: www.Kodak.com/go/docimaging or by reviewing the Limited Warranty Summary Card enclosed with the *Kodak* Scan Station.

Proof of purchase is required to demonstrate eligibility for warranty service.

Warranty exclusions

Kodak's Limited Warranty does not apply to a *Kodak* Scan Station that has been subjected to physical damage after purchase, caused, for example, by casualty, accident, acts of God or transportation, including (a) by a failure to properly package and ship the Scan Station back to Kodak for warranty service in accordance with Kodak's then current Packaging and Shipping Guidelines, including failure to replace the shipping restraint prior to shipping, or by a failure to remove the shipping restraint prior to use; (b) resulting from the user's installation, system integration, programming, re-installation of user operating systems or applications software, systems engineering, relocation, reconstruction of data, or removal of the product or any component (including breakage of a connector, cover, glass, pins, or seal); (c) from service, modification or repair not performed by Kodak or a service provider authorized by Kodak or by tampering, use of counterfeit or other non-Kodak components, assemblies, accessories, or modules; (d) by misuse, unreasonable handling or maintenance, mistreatment, operator error, failure to provide proper supervision or maintenance, including use of cleaning products or other accessories not approved by Kodak or use in contravention of recommended procedures or specifications; (e) by environmental conditions (such as excessive heat or other unsuitable physical operating environment), corrosion, staining, electrical work external to the product or failure to provide electrostatic discharge (ESD) protection; (f) by failure to install firmware updates or releases available for the product and (g) by such other supplemental exclusions published from time to time online at http: www.Kodak.com/go/docimaging or by calling (800) 822-1414.

Kodak provides no Limited Warranty for products purchased from countries other than the United States. Purchasers of products from foreign distribution channels must seek warranty coverage, if any, through the original source of purchase.

Kodak provides no Limited Warranty for products that are purchased as part of a third party manufacturer's product, computer system or other electronic device.

Any warranty for these products is provided by the OEM (Original Equipment Manufacturer) as part of that manufacturer's product or system.

The replacement product assumes the remainder of the Limited Warranty period applicable to the defective product or thirty (30) days, whichever is longer.

Installation Warning and Disclaimer

KODAK WILL NOT BE RESPONSIBLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES RESULTING FROM THE SALE, INSTALLATION, USE, SERVICING OR IMPROPER FUNCTIONING OF THIS PRODUCT, REGARDLESS OF THE CAUSE. SUCH DAMAGES FOR WHICH KODAK WILL NOT BE RESPONSIBLE, INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF REVENUE OR PROFIT, LOSS OF DATA, DOWNTIME COSTS, LOSS OF USE OF THE PRODUCT, COST OF ANY SUBSTITUTE PRODUCT, FACILITIES OR SERVICES OR CLAIMS OF CUSTOMERS FOR SUCH DAMAGES.

If there is any conflict between other sections of this appendix and the Limited Warranty, the terms of the Limited Warranty prevail.

How to obtain limited warranty service

Kodak Scan Stations are supplied with information on unpacking, setup, installation and operation. Careful reading of the User's Guide will answer most of the technical questions the end user might have regarding proper installation, operation and maintenance of the product. However, should additional technical support be required, you may visit our website at: http: www.Kodak.com/go/docimaging or contact:

Kodak's Response Center
(800) 822-1414

The Response Center is available Monday – Friday (excluding Kodak holidays) 8 a.m. to 5 p.m. EST.

Before placing the call, the eligible purchaser should have the *Kodak* Scan Station model number, part number, serial number and proof of purchase available. The eligible purchaser should also be prepared to provide a description of the problem.

Response Center personnel will assist the end user in resolving the problem over the phone. The end user may be asked to run some simple, self-diagnostic tests and report the resulting status and error code messages. This will assist the Response Center in determining if the problem is the *Kodak* Scan Station or another component and if the problem can be resolved over the phone. If the Response Center determines a hardware problem exists that is covered either under the Limited Warranty or a purchased Maintenance Agreement, a Return Material Authorization Number (RMA) will be assigned as needed, a service request will be initiated and repair or replacement procedures will follow.

Packaging and shipping guidelines

Purchaser must ship all warranty returns in a method that guarantees full protection of the product from shipping damage. Failure to do so will void the *Kodak* Scan Station warranty. Kodak advises the purchaser to keep the original box and packing materials for storing or shipping. Kodak is not responsible for issues related to shipping damage. The purchaser must return only the *Kodak* Scan Station. Prior to shipment, purchaser must remove and retain all "add-on" items, (i.e. adapters, cables, software, manuals, etc.). Kodak accepts no responsibility for these items and they will not be returned with the repaired or replacement *Kodak* Scan Station. All products should be returned to Kodak in the original shipping container, or an authorized packaging box for the units being returned. Purchaser must install the shipping restraint before the *Kodak* Scan Station is shipped. When the original packaging is not available, contact Kodak's Response Center at (800) 822-1414 for part numbers and replacement packaging ordering information.

Return procedure

Eligible purchasers seeking services for *Kodak* Scan Stations covered under this Limited Warranty must obtain a Return Material Authorization number ("RMA") by calling (800) 822-1414 and within ten (10) business days from the date of issuance of the RMA must return the *Kodak* Scan Station to the address designated in the RMA at the end user's own expense and risk, in compliance with Kodak's current Packaging and Shipping Guidelines.

Any defective products or parts replaced by Kodak become the property of Kodak.

Customer responsibility

BY REQUESTING SERVICE, THE ELIGIBLE PURCHASER ACKNOWLEDGES THE TERMS OF THE LIMITED WARRANTY, INCLUDING THE DISCLAIMER AND LIMITATION OF LIABILITY PROVISIONS. PRIOR TO SEEKING SERVICE, THE END USER MUST BACK-UP ANY DATA OR FILES THAT MAY BECOME DAMAGED OR LOST. KODAK IS, WITHOUT LIMITATION, NOT RESPONSIBLE FOR LOST OR DAMAGED DATA OR FILES.

Warranty Service descriptions

Eastman Kodak Company (Kodak) offers a range of service programs to support its Limited Warranty and to assist with the use and care of the *Kodak* Scan Station ("Service Methods"). A *Kodak* Scan Station represents an important investment. *Kodak* Scan Stations provide the productivity needed to stay competitive. The sudden loss of this productivity, even temporarily, could seriously affect the ability to meet commitments. Downtime can be very expensive, not just in the cost of the repair but also in time lost. To help alleviate these problems, Kodak may use one of the service methods listed below, depending upon product type, in providing service under its Limited Warranty.

Included with selected *Kodak* Scan Station is a Limited Warranty Registration card and a Limited Warranty Summary card. The Limited Warranty Summary card is specific by model. The Limited Warranty Summary card contains important warranty information, including the model number and the Limited Warranty. Refer to the Limited Warranty Summary card to determine the available Service Methods applicable to the particular *Kodak* Scan Station.

If the Limited Warranty Registration card or Limited Warranty Summary card cannot be located, additional information may be obtained about the product, including updated warranty and service program information and restrictions, online at: http: www.Kodak.com/go/docimaging or by phone at (800) 822-1414.

To avoid service delays, Kodak urges end users to complete and return the enclosed Limited Warranty Registration Card at the first opportunity. If you cannot locate the Limited Warranty Registration card, you may register online at: http: www.Kodak.com/go/docimaging or by phone at (800) 822-1414.

Kodak also provides a variety of service programs that may be purchased to assist with the use and care of the *Kodak* Scan Station.

Kodak is committed to providing its customers with quality, performance, reliability and service under the Limited Warranty.

On-site service

For the selected *Kodak* Scan Station, and after the Response Center verifies a hardware problem, a service call will be opened and logged. An Kodak Field Engineer will be dispatched to the product location to perform repair service if the product is located within the contiguous forty-eight (48) United States, in certain areas of Alaska and Hawaii, and if there are no security, safety or physical requirements that would restrict the Field Engineer's access to the Scan Station. For additional information on service areas, please visit our website at: www.Kodak.com/go/docimaging. On-Site Service will be provided between the hours of 8 a.m. and 5 p.m. local time, Monday through Friday (excluding Kodak holidays).

AUR

AUR may be one of the easiest and most comprehensive service offerings in the industry. In the unlikely event of a product defect, for eligible purchasers of certain *Kodak* Scan Stations, Kodak will replace that product within two business days.

The AUR provides advance replacement on specific failed or broken *Kodak* Scan Station. To be eligible to take advantage of the AUR, the eligible purchaser must obtain an RMA number, sign an Advance Replacement Agreement and provide a credit card deposit to secure the replacement product. The RMA number should be kept in the event that the status of the replacement product needs to be checked. The eligible purchaser will be asked for the address where the replacement product is to be shipped. The eligible purchaser will also be faxed packing and shipping instructions for the malfunctioning product. The eligible purchaser will then receive a replacement product within 2 business days after the service call initiation and Kodak's receipt of the signed agreement. The malfunctioning product must be received by Kodak within ten (10) days of the end user's receipt of the replacement product or the end user's credit card will be charged the list price of the replacement product. Shipment of replacement Imaging Product will be made at Kodak's expense and choice of freight carrier. Shipments not made under Kodak's directions and choice of freight carrier may void the Limited Warranty.

Before the product is returned to Kodak, be sure to remove all options and accessories (which include power cord, documentation, etc.) that are not covered by the Limited Warranty. The box and packaging in which the replacement product was shipped must be used to return the malfunctioning product. If the malfunctioning product is not returned in the box and packaging in which the replacement product was shipped the Limited Warranty may be voided. The Return Material Authorization Number ("RMA") must be clearly marked on the outside of the box to ensure proper receipt and credit of the defective product.

Depot service

If the *Kodak* Scan Station is not eligible for Advance Exchange or On-Site Service, an eligible purchaser may utilize our Depot Repair Service. The eligible purchaser will be instructed to ship the product to the nearest authorized Depot Repair Center. Product must be shipped at the eligible purchaser's risk and expense to the repair center. Before the product is returned to the repair center, be sure to remove all options and accessories (which include power cord, documentation, etc.) not covered by the Limited Warranty. All products should be returned to Kodak in the original shipping container, or in a recommended packing box. The *Kodak* Scan Station must have the shipping restraint installed before it is shipped. When the original packaging is not available, contact Kodak's Response Center at (800) 822-1414, for ordering information. Eligible purchasers seeking services for *Kodak* Scan Stations must obtain a Return Material Authorization number ("RMA") by calling (800) 822-1414, and within ten (10) business days from the date of issuance of the RMA must return the *Kodak* Scan Station to the address designated in the RMA at the end user's own expense and risk. The Return Material Authorization Number ("RMA") must be clearly marked on the outside of the box to ensure proper receipt and credit of the defective product.

Upon receipt of the product, the repair center will repair product within ten (10) business days. The repaired product will be shipped back two-day express mail at no expense to the eligible purchaser.

Important restrictions

Eligibility: The Advance Exchange Program and the Depot Service are available to eligible purchasers in the fifty (50) United States, and On-Site Service is available in the contiguous forty-eight (48) states and in certain areas of Alaska and Hawaii for products purchased from authorized distributors of Kodak. The *Kodak* Scan Station will be ineligible for any service under warranty if the product falls under any of Kodak's then-current Warranty Exclusions, including a purchaser's failure to return defective products to Kodak in compliance with Kodak's then current Packaging and Shipping Guidelines. Persons are only considered "eligible purchasers" or "end users" if they originally purchased the *Kodak* Scan Station for their own personal or business use, and not for resale.

Consumables: Consumables are items that wear out under normal use and must be replaced by the end user as needed. Consumables, supplies, other expendable items and those items identified as being the user's responsibility in the User's Guide are not covered under the Limited Warranty.

If any of the above excluded parts or services are required, they may be available through an authorized service provider at their hourly rates and at terms then in effect.

Any defective products or parts replaced by Kodak become the property of Kodak.

Contacting Kodak

For Information on *Kodak* Scanners:
Website: www.Kodak.com/go/docimaging

For U.S. Service, Repair and Technical Assistance by Telephone:
Telephone technical support is available Monday-Friday between the hours of 5 a.m. to 5 p.m. excluding Kodak holidays. Phone: (800) 822-1414

For Technical Documentation and FAQ's available 24 hours a day:
Website: www.Kodak.com/go/docimaging

For Service Program Information
Website: www.Kodak.com/go/disupportservices
Phone: (800) 822-1414

Kodak